



MARSABIT WILDLIFE CONSERVANCIES ASSOCIATION (MAWICA)

P.O. Box 415-60500 Marsabit, Kenya :

Email : mawicacbo2022@gmail.com

Website : www.mawica.co.ke

11th November 2024

APPLICATION FOR INTERSHIP

ORGANIZATIONAL BACKGROUND

Marsabit Wildlife Conservancies Association (MAWICA) is a registered umbrella regional organization working with pastoralists, fisher folk, and other minorities in Marsabit-Northern Kenya whose formation was necessitated by the growth of conservancies' numbers in Marsabit county and other development projects. It was established in January 2022 as a non-profit, non-political institution registered in Kenya.

MAWICA plays the role of coordination, capacity building, and fundraising for the conservancies in the region to set conservancies towards the path of sustainable nature conservation to inspire resilient and equitable community development in the face of current and emerging challenges. The organization represents the voice of communities and undertakes programs and communication on behalf of Marsabit conservancies within the vast community range land. The Marsabit Wildlife Conservancies Association (MAWICA) is formally registered with an established full-time secretariat team.

We support communities' conservation of their natural and cultural heritage, amplify their voice, and sustain their lifestyle in the rangelands of Northern Kenya for them to realize positive socio-economic aspirations for positive change.

MAWICA works with grassroots likeminded partner organizations and community conservancies members who provide wisdom, promote identity and support inter-ethnic exchange and dialogue on various subject matters.

Project officer (1)

Essential Duties and Responsibilities

- I. To lead the overall implementation of the project, including technical reporting, budget management and monitoring.
- II. Ensure that project champions and staff at the field level have necessary tools for implementation of the planned community work including relevant adapted project materials.
- III. Maintain necessary communication to facilitate effective coordination for project delivery including coordination with various support departments for implementation (finance and programs)
- IV. Maintain budget and track project filed level expenditures/transactions and implementation rate.
- V. Document learnings and experiences that can be shared on the MAWICA social media platforms.
- VI. Assist in monitoring project activities, outcomes, and impacts, ensuring alignment with project indicators and targets and identify areas for improvement.
- VII. Prepare activity, weekly, quarterly and annual reports to communicate project updates and outcomes in a timely manner.
- VIII. Timely coordination with Project Lead, finance and procurement departments to process requests, payments and track expenses ensuring compliance.
- IX. Responsible for Monitoring, Evaluation and collection of Lessons for learning for all the MAWICA

Requirements

Qualifications and skills

- Bachelor's degree or diploma in community development / Wildlife management or Natural Resource management or its equivalent.
- Demonstrated ability to work in partnership with local communities and County governments as appropriate.
- Ability to represent MAWICA at coordination meetings at county level
- Ability to prioritize multiple work demands in high-stress environments and work effectively and efficiently with minimal supervision.
- Advanced computer literacy and proficiency in Microsoft Office (MS Word, Excel, etc.).
- Strong background in training and commitment to capacity building.
- Excellent planning and organizational skills.
- Project management skills including Project Monitoring and Evaluation and Reporting
Excellent written and spoken English.

2. ACCOUNTANT (1)

Essential Duties and Responsibilities

1. Prepare Cheque Disbursement Vouchers for all cheque payment to be made by MAWICA and submit them for approval by relevant officers.
2. Receive, check & approve cash disbursement vouchers as per limits authorized by the organization policies.
3. Verify authenticity of all supporting documents attached to Payment Vouchers before processing payments. Ensure that payment vouchers are adequately supported
4. Make sure all procurement procedures have been adhered to before preparing purchase payment vouchers e.g. Requisition Form, Purchase Order, and Receiving Report.
5. Manage all bank accounts' transactions and reconcile bank ledgers with bank documents and communicate any reconciling differences with the bank.
6. The accountant must make sure that all cash and cheque payments received are deposited to the MAWICA's respective safe and subsequently bank accounts.
7. To ensure that payments for statutory deductions, bills and special disbursements are made within the specified time so as to avoid fines resulting out of deferment.
8. Record all cash transaction in the Cash Book and Ledgers
9. Prepare Monthly Financial Reports of the Organization
10. Prepare Consolidated Financial reports of MAWICA including project and donor reports.
11. Manage imprests/advances made by MAWICA & prepare such reports and reconciliations.
12. Manage all procurement & stocks management for MAWICA.

Requirements

Qualifications and skills

- Bachelor's degree in Finance / CPA or its equivalent.
- Demonstrated ability to work in partnership with local communities and County governments as appropriate.
- Ability to represent MAWICA at coordination meetings at county level.
- Ability to prioritize multiple work demands in high-stress environments and work effectively and efficiently with minimal supervision.

MAWICA is seeking dedicated interns to join our team working in the greater Marsabit County Ecosystem.

How to Apply

If you are passionate about conservation and possess the skills to manage a conservancy, we invite you to apply for the above positions at Marsabit Wildlife Conservancy Association. Join us in our mission to make a positive difference in the world of conservation.

Send an application to the Chief Executive Officer, Marsabit Wildlife Conservancies Associations, P.O Box 415-60500 Marsabit, to reach us by close of business on November 25th, 2024, OR to Mawicacbo2022@gmail.com.