

Conservancy Manager

Our client is looking for a Conservancy Manager who will be able to oversee the operations of the establishment. He/ She will be responsible of ensuring that the team is on track with their duties having discipline being maintained and overall day to activities within the vast, highly sought after Conservancy are adhered to.

HR

- Rangers – Effectively manage the ranger team in all their duties and maintain discipline and reporting structures. Ensure that an accurate incident log is maintained for all ranger activities and ensure that this includes any relevant supporting information (dates, times, parties involved, GPS locations, pictures, statements etc.) which may be required to support ranger activities.
- Muster roll - must be kept and remitted monthly
- Staff notices, leave forms and disciplinary documentation to be kept on record

Fieldwork

- Code of Conduct – Ensure all users of the conservancy area are adhering to the conservancy code of conduct and by laws including those of the Grazing Regulations.
- Land Use – any incompatible land uses in contravention of lease terms must be dealt with and reported.
- Trespass – cases to be dealt with and , upon board approval, report to the Administration.

Livestock

- Livestock Management - Working with our client's Board and Landowner Committee, implement the livestock management plan and ensure that this is appropriately controlled and communicated to all relevant stakeholders.
- Cattle Fines – Oversee the collection of any cattle fines administered for trespass within the conservancy and ensure this money is appropriately recorded.
- Controlled Grazing Plan – responsibility of managing this program and communicating effectively to all stakeholders of the latest CGP provisions.

Maintenance

- Equipment - Ensure all conservancy equipment, infrastructure and assets are properly maintained.

Administration

- Accounts – maintain a petty cash float and submit expense sheets for reimbursement.
 - Communication – Ensure effective communication is taking place between our client’s Management Company and the Conservancy Landowners by communicating regularly with designated liaison officers and committee members. The purpose being to ensure Landowners have access to accurate conservancy management information and that the Board is aware of any Landowner issues, questions, suggestions or concerns.
 - Weekly Report – Produce a brief weekly report covering; Work completed & scheduled (on equipment and infrastructure), grazing, wildlife, security and landowner updates.
 - Monthly Report – Produce a report which outlines all activities in the conservancy for our client’s Board of directors. Content to include;
 - Minutes – For any meetings attended by the Conservancy Manager (including but not limited to Board meetings, community minutes or appropriate summary notes to the Board no later than 4 days after the meeting.
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- *And any other related duties as assigned by the board.*

How to apply:

To apply for this position, please follow the link below:

<http://kamakazi.co.ke/job/conservancy-manager/>