



**MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES  
STATE DEPARTMENT OF ENVIRONMENT**

<b>I. Position Information</b>	
Job Title:	<b>National Project Manager</b>
Location:	Nairobi with travel in Kenya
Starting Date:	1 <sup>st</sup> November 2016
Duration of initial contract:	12 months
<b>II. Background and Organizational Context</b>	
<p>The Ministry of Environment and Natural Resources has received a grant from the Global Environment Facility (GEF) through United Nations Development Program (UNDP) to implement a project titled Sound Management of Chemicals and Minimising UPOPs. The project intends to protect human health and the environment by managing the risks posed by production, use, import and export of chemicals and reducing/preventing the release of Unintentionally produced Persistent Organic Pollutants (U-POPs) and toxic compounds originating from the unsafe management of waste in two key sectors: Health Care Waste and Municipal Waste. On the Health Care Waste Management, the project will adopt an integrated approach aimed at increasing the proper management of waste within the hospital facilities (increasing segregation, reducing waste generation) and by replacing the dangerous disposal waste modalities currently adopted (open burning or burning in single chamber incinerators) by equipment compliant to the Stockholm Convention. On the municipal waste side, the project intends to reinforce the 3Rs (Reduce, Reuse, Recycle) economy on two specific waste streams, by enhancing their upstream collection, ensuring the quality of recovered material, and securing access to national market by promoting cooperation with domestic industries. This is for providing a valid alternative to the dumpsite economy, and preventing the release in the environment of U-POPs and toxic substance upon open burning of these waste streams. The project also includes a component related to the sound management of chemicals, by implementing activities on U-POPs monitoring, upgrading of the relevant regulation on chemicals, and establishing a Pollutant Release and Transfer Register (PRTR).</p> <p>The project seeks to engage a National Project Manager (NPM) for overall management of the Project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The NPM will report to the National Project Coordinator (NPC) at the Ministry of Environment and Natural Resources (MENR) and will work in close consultation with the duly designated UNDP officer(s) for all of the Project's substantive and administrative issues. The NPM will report on a periodic basis to the Project Steering Committee (PSC). The NPM will be responsible for supporting government obligations under the Project, through the national implementation modality (NIM). He/She will perform a liaison role with the government, UNDP, NGOs and other project partners.</p>	
<b>III. Functions / Key Results Expected</b>	
<b><u>Duties and Responsibilities</u></b>	
<p>Overall, the PM will be responsible for the day-to-day running of the project, including overall coordination, planning, management, implementation, monitoring &amp; evaluation and reporting of all project activities:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prepare and update project work plans, and submits these to the NPC and UNDP for clearance.</li><li><input type="checkbox"/> Coordinate the Project Management Unit (PMU)</li><li><input type="checkbox"/> Coordinate quarterly work planning and progress reporting meetings with the NPC, PMU, and UNDP;</li><li><input type="checkbox"/> Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon.</li><li><input type="checkbox"/> Prepare TORs for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submits these to the NPC and UNDP for clearance, and administer the mobilization of such inputs.</li><li><input type="checkbox"/> With respect to external project implementing agencies/ sub-contractors:<ul style="list-style-type: none"><li>a)ensuring that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and</li><li>b)providing overall supervision and/or coordination of their work to ensure the production of the expected outputs.</li></ul></li><li><input type="checkbox"/> Assume direct responsibility for managing the project budget by ensuring that:<ul style="list-style-type: none"><li>a)project funds are made available when needed, and are disbursed properly,</li><li>b)expenditures are in accordance with the project document and/or existing project work plan,</li><li>c)accounting records and supporting documents are properly kept,</li><li>d)required financial reports are prepared,</li><li>e)financial operations are transparent and financial procedures/regulations for NIM projects are properly</li></ul></li></ul>	

- applied; and  
 f)S/he is ready to stand up to audits at any time
- Assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, and furniture) provided to the project by UNDP
  - Supervise the project staff and local or international short-term experts/consultants working for the project.
  - Prepare project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings as well as monitoring and evaluation missions in coordination with UNDP
  - Report regularly to and keeps the NPC and UNDP PO up-to-date on project progress and challenges

<b>V. Competencies</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Result Based Management (RBM) and at least 3-5 years of professional experience with management and implementation of a large multi-stakeholder project</li> <li><input type="checkbox"/> Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project</li> <li><input type="checkbox"/> Strong drafting, presentation and reporting skills</li> <li><input type="checkbox"/> Strong knowledge about Kenya's political and socio-economic context, in particular at National and County levels</li> <li><input type="checkbox"/> Strong analytical skills, good inter-personal and team building skills</li> <li><input type="checkbox"/> Demonstrated leadership skills</li> <li><input type="checkbox"/> Familiarity with technical assistance projects and UNDP programme in Kenya is an asset</li> <li><input type="checkbox"/> Knowledge on U-POPs and sound chemicals management is an asset</li> </ul>	
<b>VI. Recruitment Qualifications</b>	
Education:	<input type="checkbox"/> A university degree (MSC) in environmental management, chemicals, or related fields
Experience:	<ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of five (5) years of professional experience with management and implementation of a large multi-stakeholder project at senior level</li> <li><input type="checkbox"/> Experience with U-POPs and sound chemicals management is an asset.</li> <li><input type="checkbox"/> Working experiences with ministries and national institutions (Kenyan) is a plus, but not a requirement;</li> </ul>
Language Requirements:	Fluency in English

**Recruitment Process**

Interested and qualified candidates are requested to apply for the positions by submitting their application letters together with copies of their academic and professional certificates as well as their curriculum vitae, to reach the office of the:

The Principal Secretary  
 Ministry of Environment and Natural Resources  
 State Department of Environment  
 P. O. Box 30126 – 00100  
**NAIROBI.**

**OR,**

Hand delivered to:

The Central Registry  
 Ministry of Environment and Natural Resources  
 State Department of Environment  
 NHIF Building, 13<sup>th</sup> Floor, room 1303 on or before 27<sup>th</sup> October, 2016



MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES  
STATE DEPARTMENT OF ENVIRONMENT

**I. Position Information**

Job Title: **Finance and Administration Officer**  
Location: Nairobi with travel in Kenya  
Starting Date: 1<sup>st</sup> December 2016  
Duration of initial contract: 12 months

**II. Background and Organizational Context**

The Ministry of Environment and Natural Resources has received a grant from the Global Environment Facility (GEF) through United Nations Development Program (UNDP) to implement a project titled Sound Management of Chemicals and Minimising UPOPs. The project intends to protect human health and the environment by managing the risks posed by production, use, import and export of chemicals and reducing/preventing the release of Unintentionally produced Persistent Organic Pollutants (U-POPs) and toxic compounds originating from the unsafe management of waste in two key sectors: Health Care Waste and Municipal Waste. On the Health Care Waste Management, the project will adopt an integrated approach aimed at increasing the proper management of waste within the hospital facilities (increasing segregation, reducing waste generation) and by replacing the dangerous disposal waste modalities currently adopted (open burning or burning in single chamber incinerators) by equipment compliant to the Stockholm Convention. On the municipal waste side, the project intends to reinforce the 3Rs (Reduce, Reuse, Recycle) economy on two specific waste streams, by enhancing their upstream collection, ensuring the quality of recovered material, and securing access to national market by promoting cooperation with domestic industries. This is for providing a valid alternative to the dumpsite economy, and preventing the release in the environment of U-POPs and toxic substance upon open burning of these waste streams. The project also includes a component related to the sound management of chemicals, by implementing activities on U-POPs monitoring, upgrading of the relevant regulation on chemicals, and establishing a Pollutant Release and Transfer Register (PRTR).

The project seeks to engage a Finance and Administration officer. He/she will work under the guidance and supervision of the National Project Manager (NPM). The main responsibilities will be to provide financial and administrative services - ensuring high quality, accuracy and consistency of work. S/he will promote a client-oriented approach consistent with MENR/UNDP rules and regulations.

**III. Functions / Key Results Expected**

**Duties and Responsibilities**

This Finance and Administration officer position has two roles: as an Administrative Assistant and as an Finance Officer with the following duties:

**a) As a Project Administrator**

- Provide assistance in the operational management of the project according to the project document and the National Implementation (NIM) procedures
- Assist Responsible Parties and other stakeholders
- Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required
- Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required
- Take care of project telephone, fax, and email system
- Assist with preparation of TORs and contracts for consultants for project activities
- Other tasks that the NPM will identify as necessary to the success of project objectives

**b) As a Project Finance Officer**

- Prepare quarterly advance requests as required to get advance funds from UNDP in the format applicable
- Handle incoming requests for funds from Responsible Parties and prepare them for input and approval by NPM and NPC
- Assist the NPM and National Project Coordinator in project budget monitoring and project budget revision
- Set up accounting system, including reporting forms and file system for the project, in accordance with the project document and the NIM procedures
- Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances
- Prepare cheques and withdraw money from the bank
- Prepare project financial reports and submit to NPC and NPM for clearance and furnish to UNDP as

required	
<input type="checkbox"/> Enter financial transactions into the computerised accounting system <input type="checkbox"/> Reconcile all balance sheet accounts and keep a file of all completed reconciliation <input type="checkbox"/> Check and ensure that all expenditures of projects are in accordance with NIM procedures. This includes ensuring receipts to be obtained for all payments <input type="checkbox"/> Check budget lines to ensure that all transactions are booked to the correct budget lines <input type="checkbox"/> Ensure documentation relating to payments are duly approved by the NPC <input type="checkbox"/> Bring any actual or potential problems to the attention of the NPC and NPM <input type="checkbox"/> Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers <input type="checkbox"/> Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records <input type="checkbox"/> To continuously improve system & procedures to enhance internal controls and satisfy audit requirements <input type="checkbox"/> Ensure that bank statements be collected from the banks on the 2nd working day of each month <input type="checkbox"/> Ensure that bank accounts should be reconciled and reported on or before 3rd of each month <input type="checkbox"/> Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports <input type="checkbox"/> Maintain the inventory file to support purchases of all equipment/assets <input type="checkbox"/> Undertake other relevant matters assigned by the NPC and NPM	
<b>V. Competencies</b>	
<input type="checkbox"/> Solid experience of budgeting, planning and reporting on foreign funded projects; and experience with international auditing requirements. <input type="checkbox"/> Good secretarial skills and good organizational capacity; <input type="checkbox"/> Knowledge in administrative and accounting procedures of the Government <input type="checkbox"/> Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.	
<b>VI. Recruitment Qualifications</b>	
Education:	<input type="checkbox"/> Bachelor degree in accounting, finance or related fields. <input type="checkbox"/> Specialized certification in Accounting and Finance.
Experience:	<input type="checkbox"/> At least Five (5) years of progressively responsible administrative or programme experience is required at the national or international level. <input type="checkbox"/> At least Five (5) years experience in finance or Accounts of Government Programmes or donor funded Programmes
Language Requirements:	Fluency in English

### Recruitment Process

Interested and qualified candidates are requested to apply for the positions by submitting their application letters together with copies of their academic and professional certificates as well as their curriculum vitae, to reach the office of the:

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**VII. Signatures- Job Description Certification**

Ministry of Environment and Natural resources (MENR)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date