

**SUSTAINABLE AGRICULTURE COMMUNITY
DEVELOPMENT PROGRAMME
SACDEP-KENYA**

JOB OPPORTUNITIES

Sustainable Agriculture Community Development Programme (SACDEP-Kenya) is a leading Kenyan Development Agency. The Organization works in the area of Crops, Livestock, Water Energy, Village Saving and Loan and in policies. The Development work is in 18 Counties in Kenya and Tanzania.

Job Opportunities exist as follows;

1. JOB TITLE - FOREST RESOURCES AND ENVIRONMENT LEARNING CENTRES CO-ORDINATOR

This is a middle level Management position reporting to the CEO.

The two (2) Centers are in East Aberdares and Southern Laikipia County.

Successful candidates should have the following.

1.1 Professional Qualifications

- i) Diploma or BSC in Forestry, Natural Resources Management, Environmental Science or related Disciplines.
- ii) Ten (10) years and above experience coordinating and running educational Programmes in Forestry, Environment, Fisheries e.t.c.
- iii) Ability to run successful income generating enterprises using nature-based resources and creating financial self-sustainability in the department.
- iv) Designing and implementing funds fundraising initiatives through Project Proposals among other strategies.

1.2 Job Description

- i) Identifying relevant learning groups and organizing training courses at the two (2) Centres.
- ii) Organizing and running hands on courses in Forest and Nature Management for Schools, Colleges, Youth and a variety of Organized groups.
- iii) Guiding organized groups in Eco-tourism as a learning initiative.
- iv) Keeping records and status reports with regards to business plans and financial management for projects.

2. JOB TITLE - TRAINING AND CONFERENCE CENTRE CO-ORDINATOR

This is a middle level Management Position reporting to the CEO.

The Centre is based in Thika Town. It is endowed with 70 Self-Contained Rooms, Training Halls, Dining facilities and Nature based grounds.

2.1 Professional Qualifications

- i) A Diploma or BSC in Institutional Management, Hotel Management or related areas of competence.
- (ii) Ten (10) years and above experience in running successful Hotel or conference-based business enterprises.
- (iii) Knowledge in Business planning, costs and benefit analysis and creation of profitable conference-based enterprises.
- (iv) Proven skills in keeping financial focused records in a dynamic Business Management Department and progress reports.

2.2 Job Description

- i) Building a client base in the area of Conferences and Accommodation, Catering and recreational services at commercial rates.
- ii) Carrying out accurate costing for meals and selling profitable the same to staff, Groups of farmers and Corporates.
- iii) Producing Business Plans and implementing the same. On a short, medium and long-term basis.
- iv) Submitting Monthly and quarterly financial reports and using the same for planning and decision making.

Application stating current salary detailed curriculum vitae, testimonials, names of three references, day time telephone contact and e-mail address to be sent to:

**The Executive Director
SACDEP-Kenya
P.O Box 1134 – 01000,
Thika.**

Email to : info@sacdepkenya.org or paul.karanja@sacdepkenya.org

Closing Date: Friday, 16th September 2022

NB: SACDEP IS AN EQUAL OPPORTUNITY EMPLOYER

GOOD LUCK!