



SUSTAINABLE AGRICULTURE COMMUNITY DEVELOPMENT PROGRAMME SACDEP – KENYA

SACDEP – Kenya is a Development Organization and works in the area of Sustainable Ecological Agriculture. Currently, the Organization is working in 14 Counties in the Coast, Eastern, Central and Rift Valley Regions of Kenya. SACDEP- Kenya has its head office based in Thika town.

Applications are invited to fill in the following position.

JOB TITLE 1: CENTRE'S COORDINATOR

The Sustainable Agriculture and Community Development Programme (SACDEP) is in the final stages of opening a training facility to train prospective students in Sustainable Ecology Agriculture. As such we would like to fill in the above position;

Professional qualification

- Bachelor's Degree or Higher Diploma in Hospitality Management or Institutional Management from a recognized institution.
- At least 10 years management experience in a hospitality management oriented organization
- Fluent in Written and spoken English & Kiswahili.
- Proficiency in Microsoft Office suite, i.e. MS Word, Excel, PowerPoint, Email and Internet
- Be 35 years and above.

Key Responsibilities

- Coordination of all catering and accommodation facility in the college.
- Managing operational costs, ensuring proper food production.
- Prepare monthly and annual reporting on the facility and take responsibility for the operations budgetary control.
- Responsible for ensuring compliance with all policies and procedures of occupational standards that relate to the hospitality industry as well as all laws and regulations; responsible for ensuring cleanliness and proper sanitation of all work and service areas.

JOB TITLE 2: TRAINER IN NATURAL RESOURCE MANAGEMENT

The person will be Overall In Charge of running a Nature and Environmental Education and Conservation Center based in the Aberdares Forest of Kenya.

Professional qualification

Certificate or Diploma in any the following:-

1. Environmental Education.
2. Forestry and Natural Resource Management.
3. Tourism and tour guiding.
4. Fisheries and aquaculture- Practical Management
5. Over 10 years' experience in managing forest.

Tasks and Responsibilities

1. Managing a Trout Fish farm inside Aberdare indigenous forest
2. Providing training in Trout Fish farming, forest management, Environment and nature Conservation
3. Organizing and running short distance hikes to provide learning and exposure to organized groups and school parties.

JOB TITLE 3 : FINANCE OFFICER

Reporting to the Finance and Resources Manager, the Officer will ensure strict adherence to the approved budgets in all the departments in the Organization and prudent utilization of finances. This will be with an aim of achieving the Organization's objective in ensuring optimal utilization of the Resources for the benefit of the Small Scale Communities who are the Organization's primary stakeholders.

KEY DELIVERABLES OF THE JOB INCLUDE

- Budgets preparation at quarterly, semi annual and annual budgets in liaison with Managers.
- Provide timely advice on cash flow and projects burn out rates.
- Produce effective and accurate monthly accounts and reconciliation reports
- Prepare timely management reports for informed decision of the management.
- Resource mobilization/ acquisition for sustainability of the organization.
- Ensure that all purchases of goods and services are within the approved budget limits.

QUALIFICATIONS

- A Bachelor's degree in Finance and/or Accounting from a recognized university and professional qualification in accounting of at least CPA III or its equivalent.
- Be a member of Institute of Certified Public Accountants (ICPAK)
- Have adequate Knowledge and experience in QuickBooks accounting package .
- Must have at least three years working experience in accounting and bookkeeping in a busy Non-Governmental Organization in the same capacity or higher.
- Proficiency in the use of multiple ICT systems , software and spreadsheets
- The Officer should be flexible and able to multi – task effectively.

JOB TITLE 4: SECURITY OFFICER

The person will maintain the organizational security system covering personnel, vehicles, centers, goods and services by patrolling the premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.

Professional qualifications

1. Minimum O level Certificate.
2. Fluent in Written and spoken English & Kiswahili.
3. 10 years experience on security matters e.g. Securicor firms, government or disciplined forces.
4. Certificate of good conduct from the Kenya Police.
5. Show qualities of being self driven
6. Be 35 – 45 years of age

JOB TITLE 5: DRIVER/MECHANIC

Be in charge of maintenance and repairs of the organization fleet of vehicles and conducting operator maintenance schedules.

Qualifications

1. Minimum O level Certificate.
2. Diploma Holder in Mechanical Engineering or its equivalent
3. 10 years Motor Vehicle driving experience for classes A, B, C, E & F.
4. Ability to write reports in English.
5. Have a Certificate of Good Conduct from the Kenya Police.
6. Be 28 – 40 years of age.

Applications to be accompanied by a C.V and indicating, Current salary to reach the undersigned on or before **WEDNESDAY 17th July 2019**. If you do not hear from us by 15th September 2019, kindly consider your application unsuccessful

**EXECUTIVE DIRECTOR
SACDEP – Kenya
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Thika.**

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