



### **The Organization**

The Maasai Mara Wildlife Conservancies Association (MMWCA) <http://www.maraconservancies.org/> is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem.

MMWCA is a Regional Association of the Kenya Wildlife Conservancies Association (KWCA) <http://kwcakenya.com/> : one of 12 regional associations across Kenya that collectively play a key role in the growth and development of conservancies nationally. MMWCA has three primary objectives: -

1. To provide a convening space for open discussions; a hub for knowledge sharing and coordination across conservancies; a voice for advocacy; and driving policy in the interest of conservancies and conservation related issues across the Mara.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead and/or implement development and conservation programmes across member conservancies to facilitate coordination, collaboration and synergetic action.

**Job Location:** Aitong, Narok County

**The Position:** Data Officer

**Supervisor:** Chief Operations Officer

### **Job Role:**

- i. To effectively manage data collection activities for both organizational and project obligations as guided by the COO.
- ii. To develop data collection plans – identifying milestones, monitoring, and reporting progress.
- iii. Inputting monitoring data into databases
- iv. To create and run reports of monitoring data for presentation to stakeholders.
- v. To provide effective and efficient service to stakeholders who supply or consume data, offering advice and guidance on matters relating to data.
- vi. To be a key contributor to Digital Acceleration activities, e.g. end- user-testing of new systems, identifying data issues, and organising remedial action to enable system releases.
- vii. To take supervisory responsibility for the work of data collection activities and to delegate work to support team and stakeholders.

***For the Greater Mara***

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- viii. To build capacity of data collectors on data collection systems and data collection by staying abreast of developments.
- ix. To identify problems arising from M&E systems and where necessary, to escalate them through the appropriate channels.
- x. To form efficient and effective Data Collection Team, and maintaining positive, collaborative working relationships.
- xi. To assist in the upgrade of M&E systems and processes. Recommend information, tools and resources to improve performance, impact, and reach
- xii. To be the point of escalation for data provider queries, issues, and complaints relating to data and its collection.
- xiii. Assist in improving communication and information sharing between different stakeholders working with MMWCA

**The person:**

Based at MMWCA's HQ in Aitong, the Data Officer will have:

- i. A Bachelor's in Statistics with IT, Management Information Systems or other related social sciences.
- ii. At least 2 – 3 years' experience in large and multiple data set management.
- iii. Strong computer skills: on Ms Office applications especially Ms Word, Ms Excel and Ms Access.
- iv. Basic knowledge of data entry and analysis packages
- v. Able to explore, describe and clearly present both quantitative and qualitative data
- vi. Strong knowledge of data base development and data flow management
- vii. Must demonstrate interest in quantitative and qualitative research data handling
- viii. Strong writing and analytical skills
- ix. Ability and willingness to travel frequently to the field are essential.
- x. Must be flexible, willing to perform assigned and additional duties and work irregular hours under unpredictable conditions.
- xi. Possess a strong attention to detail and a genuine love of working with data.
- xii. Demonstrated M&E experience
- xiii. Prior experience of working in the Mara will be an added advantage

Please express interest and request more information, or apply directly with a cover letter and detailed CV, highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on July 26<sup>th</sup> 2019 to [recruitment@maraconservancies.org](mailto:recruitment@maraconservancies.org)

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