



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://kwckkenya.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: Mara Base Administrator

Supervisor: Operations Officer

Job Role:

1. **Executive Assistant to the CEO**
 - i. Assist in coordinating and maintaining the calendar of CEO including appointments, meetings and travel.
 - ii. Provide executive and administrative support to CEO.
 - iii. Responsible for organising CEO travel and logistics including flights, visa requirements, hotel accommodation, meeting schedules while travelling and completing expenses.
 - iv. Monitor and respond to incoming communications to CEO's office including phone calls and walk ins.
 - v. Secretarial support for meetings as and when required by the CEO
 - vi. Ensure safety, security and confidentiality of the CEO's office at all times
2. **Administration**

For the Greater Mara

P.O.Box 984-20500,Narok,Kenya, +254 (0) 715 047 047, 0770 047 047
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- i. To provide general office administration support within the Mara
- ii. Maintain the office condition and arrange necessary repairs
- iii. Assist in ordering, receiving, stocking and distribution of office supplies and stationary
- iv. Ensure compliance and adherence to laid down policies and procedures
- v. Co-ordinate in-house and external events as well as meetings
- vi. To administer the Mara office petty cash system
- vii. Co-ordinate staff travel and accommodation
- viii. Liaise with facility management vendors, including cleaning, catering and security services
- ix. Ensure that the items in the store are properly stored and all records are up to date
- x. Check and inspect goods received and ensure they are of accurate quantity, specifications and acceptable quality.
- xi. Record any damaged, faulty/missing goods.
- xii. To establish and maintain a computerized database of the organization's contacts, service providers, funders and partners as required, in collaboration with the Communications Team.
- xiii. To establish and maintain filing systems as required and provide general administration/clerical support
- xiv. Timely filing of staff timesheets on a monthly basis

3. Operational Support

- i. Support the Senior Field Assistant in drafting vehicle movement plans on a weekly basis
- ii. Coordinate with the Field Assistants and ensure that fleet vehicles and motorbikes are clean, in good working condition at all time and that vehicle and motorbike log sheets are accurately maintained.
- iii. Maintain records of all motorbike and vehicle log sheets to account for all the journeys made and submit in a timely manner to the Operations Officer
- iv. Ensuring staff timesheets are filled correctly and filed at the end of each month
- v. To assist the Operations Officer to obtain quotes for goods and services following the procurement policy
- vi. Participate in opening of tenders, quotations and evaluation

Any other duties as may be assigned from time to time.

The person:

Based at MMWCA's HQ in Aitong, the Mara Base Administrator will have:

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- i. A degree in Business Administration. Preference will be given to candidates with entry level CPA.
- ii. At least one years' proven work experience within an administrative role
- iii. Basic financial management skills
- iv. Proficiency in MS Office applications
- v. Demonstrated understanding of office procedures
- vi. Exceptional organisational and time management skills
- vii. Discreet individual, able to handle highly confidential and sensitive information
- viii. Presentable and ability to interact with high-level stakeholders
- ix. Good emotional intelligence
- x. Strong organization and problem-solving skills
- xi. Excellent written and verbal communication skills
- xii. Detail oriented
- xiii. Excellent interpersonal skills
- xiv. Familiarity with USAID procurement procedures an added advantage
- xv. Prior experience working in the Mara

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 26th 2019 to recruitment@maraconservancies.org

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