MARSABIT WILDLIFE CONSERVANCIES ASSOCIATION (MAWICAP.O. BOX 415-6050 MARSABIT, KENYA:
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PROGRAM MANAGER

Job Description and Terms of Reference

Reports to	**MAWICA Program Coordinator**
Duty station	Marsabit County, with frequent field travel
Contract	Fixed-term contract
Supervision	Programme and field staff, consultants and service providers as assigned

1. Position Purpose

The MAWICA Program Coordinator provides strategic, technical, financial and operational leadership for MAWICA's programmes. Reporting to the Program Manager, the role converts organisational priorities into funded, well-managed initiatives that deliver stronger conservancies, viable community enterprises, biodiversity gains and climate-resilient livelihoods. The Coordinator is accountable for day-to-day programme management and quality and timely workplan implementation, resource mobilisation, partnerships, staff performance management, monitoring, evaluation and learning, timely technical and financial reporting and professional representation of MAWICA.

2. Scope of the Assignment

The role covers MAWICA's programme portfolio in Marsabit County and other approved locations, working with communities, conservancies, government, donors, research bodies, civil society and private-sector partners. The assignment combines the following accountabilities.

2.1 Programme leadership and delivery

- Lead programme strategy, annual workplans, budgets, implementation schedules, results frameworks and sustainability planning in consultation with the Program Coordinator.
- Coordinate staff, consultants and partners; track milestones, expenditure, risks and donor commitments; and take timely corrective action.
- Ensure compliance with MAWICA policies, contracts, legislation, safeguards and quality standards.

2.2 Resource mobilisation and partnerships

- Maintain a diversified funding pipeline and cultivate relationships with donors, government, foundations, businesses and impact investors.
- Lead competitive proposal development, investment cases and budgets, including opportunities in climate, carbon, biodiversity, blended finance and payments for ecosystem services.
- Develop strategic partnerships that bring finance, technical capability, technology and market access to MAWICA and participating communities.

2.3 Conservancy governance and enterprise development

- Strengthen conservancy governance, leadership, accountability, planning, financial systems, benefit sharing, grievances management and inclusive participation.
- Assess enterprise opportunities and support viable business plans, investment readiness, financial literacy, value addition and market linkages.

- Develop nature-positive enterprises such as tourism, livestock and honey value chains, handicrafts, restoration services and other locally appropriate ventures, while monitoring profitability and conservation impact.

2.4 Climate-smart farming, livestock and apiary management

- Promote climate-smart farming suited to arid and semi-arid conditions, including drought-tolerant production, agroforestry, soil and water conservation, water harvesting and demonstration learning.
- Support sustainable livestock and rangeland management through planned grazing, pasture restoration, fodder production, animal health, drought preparedness, insurance and stronger market linkages.
- Guide apiary establishment and management of existing ones, beekeeper training, colony health, safe harvesting, processing, quality assurance, value addition and marketing of honey and other bee products.
- Ensure farming, livestock and beekeeping interventions are environmentally sound, commercially realistic and inclusive of women, youth and vulnerable households.

2.5 Biodiversity conservation and climate resilience

- Lead biodiversity assessments in collaboration with community and local monitors, habitat and rangeland monitoring, restoration and community-based conservation planning using scientific and indigenous knowledge.
- Coordinate responses to habitat degradation, human-wildlife conflict, invasive species, illegal activities and unsustainable resource use.
- Integrate climate-risk analysis, adaptation, disaster preparedness and nature-based solutions across programmes and enterprises.

2.6 Monitoring, records and database management

- Maintain accurate and secure programme databases covering beneficiaries, conservancies, enterprises, grants, activities, assets, safeguards and results.
- Ensure reliable records for farm production, livestock health and movement, grazing, hive occupancy and harvests, sales, income, biodiversity and climate indicators.
- Set data-quality and protection standards; produce dashboards and reports; and use evidence for decisions, adaptive management, accountability and learning.
- Report accurately and in a timely manner to the leadership of MAWICA

2.7 Financial, operational and people management

- Lead budgeting, forecasting, expenditure monitoring, procurement planning, partner compliance and timely technical and financial reporting in close collaboration with the Programme Director
- Supervise and develop assigned staff, clarify responsibilities, manage performance and promote an accountable and collaborative culture.
- Safeguard programme resources and strengthen the management capacity of conservancies and implementing partners.

2.8 Stakeholder engagement and representation

- Build trusted relationships with communities, conservancies, county and national government, donors, businesses, research institutions and civil society.
- Represent MAWICA at county, national, regional and international forums, technical groups, policy dialogues, conferences and donor platforms.
- Communicate MAWICA's results and priorities accurately, strengthen institutional visibility and identify opportunities for collaboration, influence and fundraising.

3. Key Deliverables and Performance Measures

Result area	Expected evidence of performance
Programme delivery	Approved annual workplans and budgets; timely milestones, quality outputs, risk controls and compliant donor reporting.
Resource mobilisation	A current funding pipeline; strong proposals and partnerships; increased and diversified financial and technical resources.
Conservancies and enterprises	Improved governance and management capacity; viable enterprises; stronger market access, income, employment and equitable community benefits.
Climate-smart livelihoods	Measurable uptake and performance of climate-smart farms, livestock and rangeland practices, functional apiaries and related value chains.
Conservation and resilience	Documented biodiversity through science and indigenous knowledge, habitat, restoration, natural-resource management and climate-resilience results.
Evidence and accountability	Complete, secure and current databases; reliable field records; timely dashboards, learning products and management reports.
Leadership and visibility	Effective staff and partner performance, constructive stakeholder relationships and credible representation of MAWICA in priority forums.

4. Qualifications and Experience

- Postgraduate degree in conservation, natural-resource management, environmental science, climate change, agriculture, livestock production, development, business administration, economics or a related field.
- At least eight years of relevant progressive experience, including a minimum of three years in programme management or senior leadership.
- Demonstrated success in resource mobilisation, donor engagement, proposal development and management of multi-partner programmes and substantial budgets.
- Practical experience in conservancy governance, biodiversity conservation, climate resilience, community enterprise or value-chain development.
- Working knowledge of climate-smart agriculture, livestock and rangeland systems, beekeeping and livelihoods in arid and semi-arid areas.
- Strong capability in planning, financial oversight, monitoring, safeguards, databases, digital data collection and donor reporting.
- Excellent leadership, negotiation, facilitation, presentation and written communication skills in English and Kiswahili; relevant local language capability is an advantage.
- Ability to work effectively with pastoralist communities, government, donors, investors and multidisciplinary teams, including in remote field locations.

5. Core Competencies

1) Strategic leadership
2) Resource mobilization
3) Enterprise and market orientation
4) Biodiversity and climate expertise
5) Programme and financial management
6) Partnership building
7) Inclusive community engagement
8) Evidence-based decision-making
9) Public representation
10) Integrity and accountability

6. Terms and Working Conditions

- The position is based in Marsabit County on a fixed-term contract, subject to MAWICA's employment terms and available funding.
- Frequent travel to conservancies, community areas and remote programme sites is required; travel outside Marsabit may be required for representation and partnership engagement.
- The role may require occasional work outside normal hours to meet field, stakeholder and donor obligations.
- Performance will be reviewed against agreed annual objectives, deliverables, leadership responsibilities and organisational policies.

Equal opportunity and safeguarding. MAWICA is an equal-opportunity employer committed to diversity, inclusion, fairness and non-discrimination. All staff are expected to uphold MAWICA's safeguarding standards, professional conduct, community rights and applicable employment and labour laws.

Send your application to **Email:mawicacbo2022@gmail.com**: Deadline: 26th September 2026