



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

VACANCIES

The National Environment Management Authority (NEMA) is established under the Environmental Management and Coordination Act (EMCA) of 1999, and as amended thereto, as the Principal Instrument of Government in the implementation of all policies relating to the environment.

The Authority invites applications from qualified and experienced candidates for the following vacant positions:

1. DIRECTOR COMPLIANCE AND ENFORCEMENT E2 – 1 Post

An officer at this level will be responsible to the Director General and his/her overall responsibility will be to coordinate environmental compliance and enforcement activities of the Authority, in the Country.

Key Responsibilities and Duties

Specific duties at this level will include but not limited to;

- (i) Coordinating all environmental compliance and enforcement activities of the Authority
- (ii) Spearheading formulation and implementation of environmental compliance and enforcement policies
- (iii) Coordinating development of environmental technical guidelines on compliance and enforcement matters
- (vi) Liaising with other NEMA departments and Lead Agencies to enhance compliance of environmental laws and policies;
- (v) Coordinating lead agencies in implementation of Environmental regulations.

- (vi) Managing departmental resources including financial, equipment and human resource
- (vii) Supervising, appraising, training & developing departmental staff;

Requirements for Appointment

For appointment to this grade, a candidate must have;

- (i) A Bachelor's and Master's degree in Environmental studies, Natural Sciences Chemistry, Environmental Engineering, Environmental planning, or any other relevant field from a recognized Institution;
- (ii) At least Ten (10) years' working experience in environmental field, three (3) of which must be at a senior level.
- (iii) Postgraduate qualification in management or administration
- (iv) Familiar with Environmental law and regulations related to environmental protection and conservation
- (v) Familiar with International environmental conventions and protocols that Kenya is a party to
- (vi) Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

Other skills

- Negotiation skills
- Leadership skills
- People Management/ Supervisory Skills
- Good communication skills
- Conflict/Problem solving skills
- Knowledge in computer applications

2. CHIEF ACCOUNTANT GRADE E4 – 1 post

An officer at this level will be responsible to the Director Finance and Administration for the administration of all financial matters in the Authority.

Duties and Responsibilities

Specific duties at this level will include but not limited to

- (i) Organizing and managing the Accounts department
- (ii) Coordinating accounting work and advising Management on financial policies and procedures
- (iii) Interpreting and applying financial and management policies.

- (iv) Budgetary control and implementing of financial returns
- (v) Ensuring that sound accounting principles and controls are applied to all financial transactions.
- (vi) Designing, reviewing, controlling and implementing the financial management and accounting systems;
- (vii) Supervising, guiding, appraising and developing staff in the Accounts section

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) A bachelors degree in Accounting or finance from a recognized institution and a holder of a Certified Public Accountants (CPA III) certificate or their equivalent qualification from a recognized institution.
- ii) A relevant Masters degree from a recognized Institution
- iii) A member of a professional body
- iv) Ten (10) years relevant experience in Accounting/Finance field three of which must be at a senior level.
- v) Demonstrated professional competence in accounting and financial management
- vi) Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

Required Skills

- Excellent oral and written communication skills
- Well developed ICT skills/experience in accounting software
- Management skills
- Excellent planning and coordination skills

3. CHIEF NATURAL RESOURCE ECONOMIST, GRADE E4 - (1 POST)

An officer at this level will be responsible to the Director Environmental Planning and Research Coordination.

Duties and Responsibilities

Specific duties at this level will include but not limited to:

- i. Development of economic instruments in consultation with relevant lead Agencies with a view to incorporate them into the national budgetary process;
- ii. Coordinate identification of critical natural resources for stock taking in consultations with lead agencies;
- iii. Coordinate sectoral natural resources valuation and accounting for incorporation into the National Economic Survey and State of the Environment Reports;
- iv. Undertake sensitization programmes with lead agencies, civil society, Environmental Committees on issues of environmental economic instruments for natural resource management;
- v. Develop bankable project proposals for funding,
- vi. Mainstream environmental economics in national, regional and global programmes and processes
- vii. Participate in planning and budgetary process of the Authority.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. A Bachelors and Masters degree in environmental economics or natural resources economics or equivalent qualification from a recognized institution.
- ii. Ten (10) years relevant experience in Environmental field three (3) years of which must be at a senior level.
- iii. Demonstrated professional competence in Natural Resource Economics.
- iv. Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

4. CHIEF CORPORATE COMMUNICATIONS MANAGER, GRADE E4 (1 POST)

An officer at this level will be responsible to the Director General for development of a strong and vibrant corporate image of the Authority.

Duties and Responsibilities:

Duties at this level will include but not limited to;

- i. Developing high impact communication campaigns;
- ii. Advising the Authority on appropriate communication policies, Strategies and Programmes;

- iii. Providing interface between the Authority and other stakeholders;
- iv. Monitoring public perception about NEMA and advising management accordingly;
- v. Corporate branding;
- vi. Coordinating Media relations;
- vii. Guiding internal communication;
- viii. Coordinating Authority's functions;
- ix. Lobbying organizations to integrate environmental conservation in their corporate social responsibility activities;
- x. Preparing high impact publicity materials
- xi. Supervising, guiding, appraising and developing staff in the section.

Requirements for Appointment;

For appointment to this grade an officer must have:

- i. A Bachelors and masters degree in public relations, communications or journalism or equivalent qualification from a recognized institution
- ii. Ten (10) years experience in Corporate Communication field three (3) of which must be at a senior level.
- iii. Demonstrated professional competence in corporate communication and Public Relations
- iv. Postgraduate qualification in management or administration
- v. Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

Required Skills

- Excellent Oral and Written Communication Skills
- Well developed ICT Skills
- Planning, Coordinating & Management Skills.

Applications accompanied by copies of certificates, detailed curriculum vitae, testimonials, current remuneration, current position / grade, expected salary and a daytime telephone contact should be forwarded to the address below by 30th July, 2015

**The Director General
Popo Road, off Mombasa Road
P.O Box 67839-00200
Nairobi**

N/B

NEMA is an equal opportunity employer. Persons with disability and female candidates are encouraged to apply.

Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.