



LUMO COMMUNITY WILDLIFE CONSERVANCY

P. O. BOX 186-80311, NG'AMBWA. TEL. 0740306562 Email: info@lumoconservancy.com

Position: Conservancy Manager

Location: Maktau

Reports to: Conservancy Board of Trustees

Background:

LUMO is an acronym for Lualenyi, Mramba and Oza. LUMO community wildlife conservancy is a pioneer community owned and managed conservancy in Taita Taveta county. The conservancy was established in the late 1990s when three ranches in Taita Taveta county, namely, Lualenyi, Mramba and Oza negotiated for a merger to form a large conservation area and pursue wildlife-based businesses.

Position

As a Conservancy Manager, you will be responsible for overseeing the management and conservation efforts of our natural resources within LUMO Conservancy. You will work closely with a dedicated team to ensure the preservation of wildlife habitats, the promotion of biodiversity, and the sustainable use of natural resources.

Key duties and responsibilities

- Manage and coordinate a team of office staff & rangers in their daily activities.
- Safeguarding the assets of the Lumo Trust ensuring they are secure, efficiently used and well maintained; ensuring relevant insurance covers are secured.
- Liaise with all stakeholders including KWS, AWF, hotel/ tour operators, donors and partners and the community at large on operational issues on a daily basis.
- Ensure the conservancy and resources in the custody of Lumo Trust are used appropriately as designated.
- Ensuring appropriate management systems, policies and procedures and by-laws are adhered to all times and designated penalties applied as when appropriate.
- Monitoring implementation of provisions of partnership agreement(s).
- Keeping livestock and other forms of encroachment out of the conservancy.
- Participate in representational and fundraising activities for the conservancy.
- Prepare periodic performance and financial reports for the Board of Trustees and for donors/partners as required.
- Manage all correspondences on behalf of the conservancy.

REQUIREMENTS FOR THE POSITION:

- Degree in Tourism, Wildlife management, Biological science or any other related field.
- Paramilitary training is desired but not mandatory.
- At least 3 years' experience in a similar position.
- Strong communication and reporting skills.



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- Experience managing the calendar of a busy office.
- Strong business and basic finance administration knowledge.
- Familiarity with the local dialect will be an added advantage
- Basic accounting skills with a high degree of accuracy.
- Ability to produce business correspondence, proofread for grammar, spelling and punctuation with a high degree of accuracy.
- No past criminal record.
- Must be proficient in computer Application-word, excel power point and QuickBooks.
- Must be self-driven and attentive and ready to work with the community.

HOW TO APPLY

Qualified candidates to send their applications with current CV addressed to:

The secretary,

Board of Trustees, LUMO Conservancy,

P. O. Box 186-80311, Ng'ambwa OR

Email to: careers@lumoconservancy.com

Or hand delivered LUMO Conservancy offices at Maktau

To reach us by 27.05.2024