

Lion Guardians

Chief Administrative Officer Job Description

JOB TITLE:	Lion Guardians Chief Administrative Officer
JOB FAMILY:	Conservation
LOCATION:	Nairobi, Kenya
REPORTS TO:	Executive Director

Lion Guardians is a leading lion conservation organization that supports rural communities to conserve declining lion populations through working with highly skilled Lion Guardians drawn from local communities to monitor the movements of lions, collect data, inform local people of their exact whereabouts, help prevent human-lion conflict. Based in the Amboseli ecosystem, Lion Guardians is now expanding to additional ecosystems in East Africa as a result of the substantial and sustained success it has achieved in reducing lion mortality.

Lion Guardians is in need of a Chief Administration Officer (CAO) responsible for further developing and overseeing all aspects of the organization's financial management, performance metrics and administration including IT systems, operational logistics, infrastructure and coordination. The CAO will work closely with the Executive Director and the Director of Science as part of the senior management team in strategic decision-making and coordinating operations, playing a critical role in the further expansion and development of Lion Guardian's quality programming and overall capacity.

The CAO will be responsible for developing and implementing the requisite organizational systems and infrastructure needed to support substantial growth encompassed in Lion Guardians' strategic objectives for the next five years. S/he will continually evaluate and adapt from best industry practices to ensure that the organization has robust, efficient and effective financial and administration systems. On taking up the post, the CAO will have direct oversight responsibility for a growing team of three people, which includes a camp manger, and part-time accountant and a human resources specialist—the latter two based in Nairobi.

The successful candidate will be an experienced, highly motivated, hands-on collaborative manager. This is a tremendous opportunity for a leader with advanced skills in finance, administration and operations to maximize the internal capacity of a growing, innovative, and high-impact organization.

Lion Guardians promotes local employment and equality of opportunity.
Kenyan candidates are particularly welcome to apply.

Duties and responsibilities

1. Financial Planning and Management

- **Financial planning** - all budgeting, financial forecasting, and cash flow projections for administration, existing programs, and proposed new sites.
- **Financial management** - administering and reviewing day-to-day financial management, all general accounting (including payroll and tax), monitoring progress and changes in support of operational requirements, including auditing, reporting and keeping senior leadership team abreast of the organization's financial status.
- **Financial regulations** - further developing a comprehensive and pragmatic set of financial regulations that underpin the sound financial state of the organization, ensuring that the regulations are fully implemented and continue to be fit for purpose.

2. Administration

- **Human resource management** – overseeing and further developing all human resource management systems including recruitment, appointments, remuneration, leave and other benefits, and general staff management practices.
- **Internal communications and development** – maintaining a master calendar of in-house meetings and trainings, and coordinating materials for meetings and training sessions and other activities of the organization.
- **Procurement** – overseeing the procurement of all goods and services in close coordination with the Executive Director, including further developing the organization's procurement systems and practices to secure optimal results.
- **Stores and asset management** – ensuring that the organization's stores and assets are managed in an optimal and cost effective manner across locations.
- **IT management** – ensuring that the organization's IT systems are fit for purpose and secure.
- **Office management** - maintaining the Nairobi office as a communications and logistical coordination center, ensuring that all communications are appropriately addressed or passed on to appropriate staff.
- **Logistics and transport** – ensuring that the organization's operational logistics operate in an efficient and cost-effective manner, and that all staff have appropriate access to reliable and cost-effective transport.

- **Administration policies** - overseeing the further development of practicable administration policies and procedures and ensuring that they are fully implemented and continue to be fit for purpose.

3. Organizational Development

- **Governance** - leading in the preparation of materials for the board of directors meetings and reports (especially aspects that focus on finances and administration matters).
- **Performance metrics** - capturing key data and processes in order to demonstrate the relationship between Lion Guardians' achievements on the ground, its goals and resulting fundraising needs.

Qualifications

- Bachelor's degree (Master's degree preferred) in management, finances, or business organization.
- Strong operational experience – ideally has worked in a senior management role for five plus years with a non-profit organization and or tourism industry (with a focus on financial planning and management, as well as administration
- Recognized success in developing effective systems to manage both operational and programmatic work that involve high levels of collaboration.
- Strong writing and verbal communications skills.
- High proficiency of English is necessary and Swahili is preferred.
- Excellent people skills, with an ability to partner with a dynamic and visionary leadership team.
- Demonstrated personal qualities of integrity, attention to detail, strong professionalism, investing in people, credibility, and commitment to Lion Guardians' conservation mission.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and proposing new ways of creating efficiencies, and guiding investment in people and systems.
- A strong team player that can also lead and work independently.
- The ideal candidate will have experience with and knowledge of social development and conservation sectors in East Africa.

How to Apply:

Interested candidates may send a CV and cover letter to: HR@Lionguardians.org - please put: "Application for CAO position" in the subject line.

Application Deadline: September 30, 2013