

JOB DESCRIPTION

Job Title: Field Community Officer (2 positions)

Location: Olenguruone, Nakuru County

Duration: 5-Year Fixed Term Contract subject to project funding

Project: *Harmony in Habitat: Empowering Communities for Nature's Resilience*

Reports to: Programme Manager

Application Deadline: Friday, 25 July 2025

Key Relationships:

Internal

- Rhino Ark and WWF team based at Olenguruone

External

- Partner organizations including WWF Kenya at field level
- Field level representatives of government agencies including KFS, KWS and Administration
- Local communities including respective cooperatives, self-help groups, CFA leaders and members

About Rhino Ark

Rhino Ark is a charitable trust working to conserve Kenya's mountain ecosystems, protect endangered biodiversity, and secure livelihoods for future generations. Our efforts are focused on key conservation areas including the Aberdares, Mt. Kenya, Mau Eburu, Kakamega and the Mau complex, where we work with communities to develop sustainable conservation solutions. We are known for our fencing programmes, forest rehabilitation, and pioneering community engagement approaches. This position is part of a donor-funded project and is therefore contingent on the availability of project funding.

Purpose

Under the immediate supervision of the Programme Manager, the Field Community Officer (FCO) will be responsible for implementation of programmes at grassroots level. The FCO will undertake continuous engagement with field-based stakeholders to ensure support for and full participation in the activities that will deliver the programme objectives and outcomes.

Responsibilities

1) Programme Implementation

- Take part in and support review of forest station Participatory Forest Management Plans including community (CFA member) mobilization, and participate in activities to support implementation in line with programme objectives;
- Implement the community Joint Surveillance Unit programme, including organizing recruitment of community scouts, coordination and management of the team's operations, capacity building, monitoring of work and reporting;
- Participate in and support human rights training activities implemented by project partners, in particular WWF;

- Implement degraded natural forest restoration activities within designated forest reserves as directed by management, including site identification, engagement of and supervision of community labour for replanting, protection and maintenance work, in close collaboration with KFS and CFA officials;
- Participate in and support initiatives to enhance tourism activities within designated area of operation as directed by management;
- Provide support to local community women and youth groups to undertake sustainable livelihood activities;
- Participate in grassroots meetings and community forums organized by partners in support of programme objectives.

2) Financial Management and Reporting

- Holding and prudent use of funds for implementation of project field operations, including compliance with activity budget ceilings as directed by management;
- Maintain accurate and up-to-date and compliant financial records for all project-related transactions at the field level;
- Timely submission of expenses/returns to the project office, in line with set Rhino Ark/project reporting standards, including providing hard copies of supporting documents.

3) Local Asset Management

- Management, monitoring and reporting on condition of field-based programme assets including tools, equipment and infrastructure established under the programme, and ensuring assets remain serviceable during programme life cycle.

4) Local Procurement

- Procurement of field based goods and services that support implementation of programme activities in line with Rhino Ark/project procurement guidelines, including maintenance and submission of records on such procurements;

5) Other Duties

- Assist in any other relevant tasks as requested by the Programme Manager.

Essential Skills

- Demonstrated ability to work with local communities, including mobilization;
- Demonstrated ability to initiate and successfully implement grassroots projects;
- Computer literacy including the MS-Office suite of software applications;
- Clear communication skill, including fluency (oral/written) in English and Swahili; ability to communicate in local vernacular languages is highly desirable;
- Ability to work within a team and to collaborate with others both internal and external to the organization;
- Ability to driving (or ride a motorcycle) in a field environment;
- Understanding of procurement processes.

Experience

- Proven experience working in community based projects;
- Knowledge of procurement processes and payment procedures;
- Experience in managing local finances, including cash floats, within field operations;
- Prior experience in the conservation or environmental sector is an advantage.

Qualifications

- Degree in community development, project management, natural resource management or related disciplines;
- Certificate in relevant computer applications;
- Clean driving (minimum class B) and/or riding (class A2) license is a requirement.