SENIOR INFRASTRUCTURE OFFICER

The Northern Rangelands Trust (NRT) is a non-profit umbrella organization that supports 39 member Community Conservancies across northern and coastal Kenya with fundraising, technical support, governance support and training to member community conservancies. Its mission is to develop resilient community owned conservancies that transform lives, secure peace and conserve natural resources. It is a non-governmental organization headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found at www.nrt-kenya.org.

Purpose of the Position:
Reporting to the Operations Director, the job holder will ensure that all the building and construction works have properly done drawings, Bill of quantities and right compliances in place before commencing on all projects and that the plan are adhered to and up to date reports are given on time as and when required.

The person will personally manage all NRT infrastructure works and will play a pivotal role supporting the Director of Operations in ensuring that NRT and member community conservancies have well maintained infrastructure as per the NRT standards.

Key Responsibilities:

- Prepare drawings for building and all Civil works
- Prepare detailed Bills of Quantities for the projects
- Effective cost control on all buildings at the Bill of Quantity stage
- Prepare timely budget for all projects
- Work closely with procurement to ensure timely procurement of materials
- Prepare detailed interim reports on the projects to the donors and NRT Operations Director
- Periodic visit to project site
- Ensure that all permits and licenses are renewed and obtained including EIA’s.
- Cross departmental support
- Ensuring efficient and effective project maintenance by ensuring timely detection of repair works.
- Monitor and co-ordinate risk assessment in relation to the safety and health;
- Planning and coordination of activities; Organise meetings, ensuring notice, venue and other logistics are in place; Keep a work plan and report on progress against the work plan;
- Monitoring of project progress against the work plan
- Provide technical advice to both NRT and Conservancy management construction on infrastructure projects.
- Ensuring statutory compliance of construction projects within community conservancies.
Support the community conservancies to develop infrastructure development plan for their respective Conservancies.

- Mobilize and create awareness to all stakeholders on infrastructure needs, maintenance and project ownership.
- Any other duty as may be assigned from time to time.

**Qualifications: Education /Knowledge/ Skills and Experience**

- BSc Civil Engineering / Building and construction
- Minimum 10 years working on infrastructure/civil projects.
- Computer proficiency and experience in using AutoCAD, ArchiCAD, Ms Excel & MS word
- Registered with Institute of Engineers of Kenya (IEK)
- Registered with engineers regulatory Board (ERB)
- NEMA Registered Lead Expert
- Trained in Occupational Health and Safety, as per the Kenya Labour Laws 2007
- Experience of working with people from diverse backgrounds, demonstrating respect for, and understanding of, cultural differences.
- Highly developed analytical skills.
- Exceptional honesty and professional integrity.
- Highly developed written and verbal communication skills.
- Ability to work in challenging environments and deliver on tight deadlines.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.
- Ability to take initiative and work independently.
- Willingness to travel and work in remote areas.

If your profile matches the above job specifications, please send your application including a detailed CV highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on **Monday 9th of March 2020** to: hr@nrt-kenya.org addressed to: Operations Director, Northern Rangelands Trust, Private Bag, Isiolo-60300

*Only shortlisted candidates will be contacted.*