



UPPER TANA NATURAL RESOURCE MANAGEMENT PROJECT

P.O Box 1152 - 60200, Meru

Poverty Reduction Through Sustainable NRM

Career Opportunities

Job Positions Available

1. Monitoring and Evaluation Officer

A minimum of a Bachelor's degree in Social Science, Statistics or Population Studies or Postgraduate training in Monitoring and Evaluation is essential. Demonstrable experience in producing good quality documents for different audiences and managing GBV& CP information management systems.

2. Water Engineering

You can only become a water engineer if you have a degree in a relevant subject such as chemical, civil, mechanical or environmental engineering, environmental science, geology or physical geography.

3. Accountant

Preparing accounts and tax returns

Administering payrolls and controlling income and expenditure

Auditing financial information

Compiling and presenting reports, budgets, business plans, commentaries and financial statements

Analysing accounts and business plans

Providing tax planning services with reference to current legislation

Financial forecasting and risk analysis

Dealing with insolvency cases

Negotiating the terms of business deals and moves with clients and associated organisations

Meeting and interviewing clients

Managing colleagues, workloads and deadlines.

4. Finance Officer

Assisting in the preparation of budgets

Managing records and receipts

Reconciling daily, monthly and yearly transactions

Preparing balance sheets

Processing invoices

Developing an in-depth knowledge of organisational products and process

Providing customer service to clients

Resolve financial disputes raised by the customer service and sales teams

Being a key point of contact for other departments on financial and accounting matters

Supporting the Finance Manager and executives with projects and tasks when required

5. Electrical Engineering

Involve in job safety training and comply with all established rules and methods to ensure safe and healthy work atmosphere.

Comply and enforce all safety plus GMP policies.

Supervise automation system upgrades implementation having conveyors robotic systems, product handling and palletizing systems.

Assist Maintenance Department for equipment repair.

Record in documents all electrical design changes.

Train technical staff in PLC troubleshooting and Electrical Systems.

Design new electrical engineering and control systems.

Perform with site staff and external experts to supervise and enhance site electrical systems utilization.

Head investigations along with site staff to identify and resolve plant electrical system issues.

Head and direct efforts to enhance electrical plant efficiency.

Assist construction projects as needed with on-location technical support.

Support plants start-ups along with commissioning activities.

Develop standard technical specifications and basic engineering drawings.

Review every electrical drawings prepared by Owner's Engineer having single line diagrams.

Develop 3-line diagrams, wiring and connection diagrams controlling schematics, lighting, grounding and raceway layouts.

6. Data Base Administrator

Working with database software to find ways to store, organise and manage data

Troubleshooting

Keeping databases up to date

Helping with database design and development

Managing database access

Designing maintenance procedures and putting them into operation

Ensuring that databases meet user requirements

Liaising with programmers, applications/operational staff, it project managers and other technical staff

Managing database security/integrity and backup procedures

Implementing security measures

Defining objectives through consultation with staff at all levels

Writing reports, documentation and operating manuals

Testing and modifying databases to ensure that they operate reliably

Providing user training, support and feedback

Writing disaster recovery plans

Archiving data

7. Procurement Officer

Overseeing and supervising employees and all activities of the purchasing department.

Preparing plans for the purchase of equipment, services, and supplies.

Following and enforcing the company's procurement policies and procedures.

Reviewing, comparing, analyzing, and approving products and services to be purchased.

Managing inventories and maintaining accurate purchase and pricing records.

Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

Maintaining good supplier relations and negotiating contracts.

Researching and evaluating prospective suppliers.

Preparing budgets, cost analyses, and reports.