



KSPCA
P.O. Box 24203
Nairobi 00502
Kenya
Tel: 0733 571125
E-mail: jean@kspca-kenya.org

VACANCY

POSITION: EXECUTIVE OFFICER KSPCA

Knowledge, Skills and Abilities:

1. Animal welfare, knowledge of animal behaviour, appropriate care and housing, common health problems, and handling techniques.
2. Knowledge of strategic and financial planning.
3. Ability to deal with administration.
4. Must be highly organized and accustomed to managing the public from all backgrounds and religions.
5. Ability to deal with conflict with the public in an appropriate manner.
6. Ability to define problems, establish facts and draw valid conclusions, make decisions for the benefit of the animals.
7. Excellent communication and, public relations skills, supervisory, personnel management and written communication skills.
8. Ability to communicate effectively, to present information and respond to questions from the general public .
9. Ability to read, analyse documents , operating and maintenance instructions and procedural manuals. Ability to write reports, business correspondence, and procedural manuals.
10. Ability to plan and implement projects and able to work independently.
11. Ability to lead and mentor a team in a culture of trust, respect and professionalism.
12. Ability to problem-solve and develop creative and innovative solutions.
13. Ability to collaborate and build successful working relationships.
14. Ability to effectively operate a personal computer, copy machine and telephone system.
15. Valid driver's license essential.

Salary Negotiable.

Please send your application and CV to jean@kspca-kenya.org.