

VACANCY

SECURITY ADMINISTRATIVE OFFICER

Lewa Wildlife Conservancy (Lewa), based in Isiolo, Kenya, is an organization that serves as a catalyst and model for the conservation of wildlife and its habitats. We are looking for a high-calibre, self-driven, trustworthy, and dedicated **Security Administrative Officer** committed to excellence who will enhance our Security Department. Reporting to the Head of General Security and Head of Armed Security, the position will provide vital administrative and operational support to our security teams. This role ensures the smooth implementation of security policies and procedures, safeguarding both staff and wildlife within the conservancy.

Key Duties and Responsibilities:

- a) **Administrative & Operational Support:** Provide guidance to security and conservation staff, oversee records, ensure confidentiality, coordinate communication with JOCC, KWS, and NRT, manage departmental meetings and trainings, and monitor staff leave and off-day schedules to ensure compliance with organizational policies.
- b) **Procurement & Logistics:** Handle requisitions, purchases, supply deliveries, vehicle maintenance, and ensure compliance with licenses.
- c) **Financial Management & Budgeting:** Develop and monitor budgets for General Security and Armed Security, track funds, ensure compliance with contracts, and collaborate with Finance, M&E, and Grants teams.
- d) **Grants & Fundraising:** Draft and support grant proposals, participate in fundraising initiatives, and maintain donor compliance.
- e) **Monitoring & Reporting:** Compile and standardize M&E data, review departmental submissions, and generate incident and operational reports.
- f) **External Relations & Compliance:** Coordinate with authorities, NGOs, and stakeholders, ensure compliance with Kenyan law and donor policies, and represent LEWA in JOCC meetings, and
- g) Any other duties as may be assigned from time to time.

Job Specifications

The job holder must possess:

- Diploma in Business Administration, Public Administration, Project Management, Finance, Procurement & Supply Chain Management, or related field (minimum).
- A bachelor's degree is an advantage.
- 3-5 years of experience in administrative and financial coordination, preferably in conservation, security, NGO, or donor-funded environments.

Lewa Wildlife Conservancy
Private Bag 60300
Isiolo, Kenya

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LEWA WILDLIFE CONSERVANCY

A UNESCO World Heritage Site inscribed in 2013

- Proficient in Information Technology skills, including data management, reporting systems, MS Office, and security software.
- Knowledge of Kenyan wildlife conservation laws.
- High integrity, ethical standards, and sound judgment.
- Excellent organizational and decision-making skills.
- Ability to work independently.

If you meet the criteria and wish to be part of an enthusiastic and dedicated team, kindly submit your resume and application letter to the email address below. Make sure to include your current and anticipated gross salary for this role. Please also provide your daytime phone number and the contact details of three professional references by **June 17, 2026**.

Email: hr@lewa.org

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

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