

EMPLOYMENT OPPORTUNITY

Position: **Veterinary Officer.**

The Catholic Diocese of Kitui – CARITAS in partnership with The Brooke Hospital for Animals is currently looking for a **Veterinary Officer.**

Reporting to the Deputy Caritas Director (Humanitarian & Disaster Management), the incumbent will be responsible for project implementation and work management in Mwingi Central, Mwingi North and Mwingi West Sub counties.

Overall purpose

To be responsible for designing, planning and implementing donkey welfare project in line with the project strategy and animal welfare, minimum standards which combine veterinary service provision, community engagement and advocacy interventions.

Main Duties and Responsibilities

- Ensure care and welfare of the donkeys is improved in accordance with the aims and objectives of project.
- Responsibility for managing and administering project funds including the preparation of monthly financial reports
- Ensure all activities are carried out in line with approved and agreed project strategy, minimum standards and work plans;
- Explore and develop relations and potential collaboration with individuals and organizations (including community groups, government and non-governmental organizations);
- Explore possibilities for sustainability mechanisms;
- Manage and develop team and establish clear lines of communication throughout the project;
- Ensure teamwork plans and key performance indicators are linked to the organization's objectives;
- Ensure efficient and cost effective operation of all activities and effective management of all assets; and
- Document all programme activities and report progress and impact through monthly progress reports.

Essential

- Bachelor of Veterinary Medicine (B.V.M)-is a must.
- Two years experience in veterinary work in project related field;



- Excellent communication and interpersonal skills;
- Working knowledge of Microsoft packages; and
- Current valid driving license.

Desirable

- Experience in equine/animal welfare related projects.
- Experience in community based development interventions;
- Experience in education/extension and practical training;
- Experience of managing a team;
- Experience in office administration;
- Ability to prepare and manage a budget;
- Experience in community outreach, networking and collaboration; and
- Must be a conversant with catholic social teachings

If you believe you meet the above requirements and are interested in this position, please send or drop your application together with a detailed curriculum vitae which should have at least three (3) referees to the address or email below so as to reach us on or before **12th August 2016**.

Human Resources Officer
Catholic Diocese of Kitui
St. Augustine's Secretariat
P.O. Box 300 – 90200
KITUI



Or email to: hr@dioceseofkitui.org

Note: The shortlisted candidates will be contacted.