



## **RECRUITMENT OF A PROJECT ADMINISTRATOR FOR THE EARLY ACTION SUPPORT PROJECT (EASP)**

The **State Department for Environment & Climate Change** is in the process of recruiting the **Project Administrator** for The Early Action Support Project (EASP). The EAS aims to support Parties to update their National Biodiversity Strategic Action Plan under the Convention on Biodiversity to align with the Kunming - Montreal Global Biodiversity Framework (GBF).

The Project Administrator will be engaged for on a one-year contract and will support the Project on administrative matters, communication management, document control, and ensuring adherence to project timelines and budgets. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work collaboratively in a fast-paced environment.

Applicants are required to fill in the Bio-Data form to be accompanied with an application letter, detailed Curriculum Vitae, Certified Copies of Academic certificates, a copy of National Identity Card/Passport, and Testimonials in a sealed envelope and clearly marked: ***"Application for a Project Administrator for the Early Action Support Project"*** and addressed to:

Principal Secretary,  
State Department for Environment and Climate Change,  
Ragati Rd, NHIF BUILDING  
P.O BOX 30126-00100  
NAIROBI.

### **How to Apply:**

Interested and eligible applicants are advised to visit the Ministry's website [www.environment.go.ke](http://www.environment.go.ke) for specific job requirements and guidelines for application. The closing date for applications is at the close of business on the **15th October, 2024**.