



**WILD CHIMPANZEE FOUNDATION**

## **Job Vacancy DIRECTOR'S ASSISTANT**

**Structure of employment:** Wild Chimpanzee Foundation (WCF)

**Date of publication:** 1<sup>st</sup> August 2019

### **Background:**

The Wild Chimpanzee Foundation (WCF) is an international NGO established in several countries such as Côte d'Ivoire, Guinea and Liberia. WCF has been in operation since 2000 for the conservation of chimpanzees and other biodiversity in West Africa. One of WCF's main target areas is the Taï-Grebo-Krahn-Sapo Forest Complex, the largest remaining relatively intact forest block that spans across the Ivorian and Liberian border, encompassing various protected areas (Taï National Park and Cavally Classified Forest in Côte d'Ivoire; and Sapo National Park and the Grebo-Krahn National Park in Liberia) and identified conservation landscape corridors. Furthermore, WCF is active in the Krahn-Bassa Proposed Protected Area (Liberia) and is leading on various national initiatives with numerous partners.

WCF's major donors are the German and US governments, as well as the European Union, supporting projects that feed into WCF's long-term mission of enhancing the survival of the remaining wild chimpanzee populations and their habitat, and covers conservation programs that include biomonitoring, law enforcement, environmental education, research, land-use planning, alternative livelihood schemes, ecotourism and capacity building. Emphasis is placed on using an evidence-based approach to the program and supporting transboundary collaboration between stakeholders in Côte d'Ivoire and Liberia. WCF has three offices in Liberia: in Monrovia (HQ), in Zwedru (major activities) and at Sapo National Park.

### **Job Description:**

We are seeking an enthusiastic, honest and reliable full-time **Director's Assistant** to support the WCF Country Director and the WCF team in ensuring the implementation of various conservation projects in Liberia, with a focus on southeastern Liberia (Grand Gedeh, River Gee, Sinoe and Rivercess Counties). The successful applicant will work closely with the Country Director for all operational and administrative procedures, including planning, monitoring and reporting on project activities, developing presentations and awareness raising materials, as well as developing and supporting capacity building programs for local team members and partners, and fundraising. The successful applicant will be based in Monrovia, with occasional visits to southeastern Liberia.

**Location:** Monrovia, Liberia

### **Main Responsibilities:**

- Provide technical and analytical support to the WCF Country Director and other WCF team members, as well as conservation partners as required
- Planning, monitoring and reporting on project activities, including good organization and management of project data
- Support drafting of project reports (technical and financial) based on donor and WCF procedures
- Prepare presentations and brief weekly project updates for internal and external use
- Organize meetings and workshops

- Support monitoring of project budgets
- Support proposal writing and fundraising
- Support the management in its various daily tasks (recruitment, archiving, etc.)
- Support the development of awareness raising and educational materials
- Support the development and implementation of capacity building programs for local staff and partners
- Support other operational, administrative and financial functions as required

### **Qualifications / Experience:**

#### ***Required:***

- MSc in social or political sciences, with a specialization in project management ideally related to the field of environment or conservation
- International professional experience
- Experience working with an NGO
- Experience in international project management
- Proven interest in environmental protection and conservation
- Excellent communication and team working skills
- Experience in monitoring and evaluation of project activities
- Experience with financial and technical reporting
- Proven ability to write project reports and proposals
- Proven ability to manage and monitor budgets
- Ability to organize and facilitate meetings and workshops
- Ability to develop and implement capacity building programs
- Experience with fundraising
- Excellent communication in English (oral and written)
- Excellent computer knowledge (MS Word, Excel & Powerpoint)

#### ***Preferred:***

- Experience in West Africa, in particular Liberia
- Experiences with projects funded by major international donors, such as USAID and EU
- Basic knowledge in French

### **Context of work:**

Liberia is a West African low income country, of 4.5 million inhabitants. Living in Liberia can be challenging and requires strong adaptation and flexibility skills. The capital Monrovia (1.5 million inhabitants) offers basic entertainment facilities and basic services, at sometimes higher rates than one could expect from a low income country. Although the country is rich in natural resources that could attract tourists, transportation and infrastructure are limited, especially in rural areas, with poor road conditions and unstable power supply.

**Deadline for submission:** 23<sup>rd</sup> August 2019

WCF is an equal opportunity employer and particularly encourages women to apply.

Applications (CV and Cover letter with names of two references) should be sent electronically via email to [mauline@wildchimps.org](mailto:mauline@wildchimps.org) and [hillers@wildchimps.org](mailto:hillers@wildchimps.org) with the subject line “**Application Director’s Assistant**”.