WILD CHIMPANZEE FOUNDATION

Call for applications

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<th>ASSISTANT COUNTRY DIRECTOR</th>
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Planned start date: July 2023.
Contract duration: 1 year renewable.

CONTEXT

The Wild Chimpanzee Foundation (WCF) is an international NGO working in four West African countries: Côte d'Ivoire, Guinea, Sierra Leone and Liberia. WCF has been in operation since 2000 for the conservation of chimpanzees and other biodiversity in West Africa and opened its office in Liberia in 2013. WCF is working closely with the Forestry Development Authority and other local partners. WCF’s main target area in Liberia is the Southeast, in particular the Grebo-Krahn and Sapo National Parks, and the Krahn-Bassa Proposed Protected Area, located in Grand Gedeh, River Gee, Sinoe, and Rivercess Counties. WCF runs 3 offices in Liberia; in Monrovia, Zwedru, and at Sapo National Park. Major donors for WCF are the Liberia Forest Sector Project, EU, USAID, Rainforest Trust, UKAID, the Great Ape Conservation Fund of the USFWS and other smaller donors.

WCF’s long-term mission focuses on 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.

JOB DESCRIPTION

Coordination
• Work closely with the Country Director, the WCF representation in Abidjan, and the European representation.
• Develop and improve the project management and planning tools, integrating the plans of each of the Protected Areas, notably the Annual Work Plans, the annual budgets, the internal regulations, the Development and Management Plan, etc.
• Implement the Annual Work Plans and annual budgets.
• Ensure the recruitment of priority posts and Management Unit staff.
• Ensure effective project management and implementation, in particular the daily organization of work, resting days and holidays, etc.
Observe and advise on operational context (legislation, land use planning projects, political, regional, etc.) that may have an impact on the management of the landscape; participate in the revision of the documents if necessary.

Assist the WCF Country Director with various tasks including reporting, tendering, or others to ensure the continuity of operations.

Ensure compliance with the provisions and commitments of the different donors as well as the specific partnership agreements for each of the partner structures in Liberia.

Keep track of reporting deadlines.

Develop and maintain positive and trustful relationships with institutional, technical, and financial partners and stakeholders of the project sites, including local communities and decentralized government services.

**Fundraising and communication**

- Lead the coordination and development of competitively strong proposals and concept notes in coordination with the Country Director, West Africa office, and WCF Headquarters;
- Oversee the creation of necessary promotion materials across multiple platforms, including, but not limited to presentations, social content, video, photography, website content, email, external reports, and press releases.
- Contribute to the visibility and image of the project, WCF and its partners in Liberia, through communication actions at local, regional, and national levels.
- Assist with communication, organization, and coordination of workshops, meetings and events as needed.

**Monitoring & Evaluation**

The Assistant Country Director will report to the WCF Country Director in preparing monthly, interim, final and other required reports, including working with the M&E team as required. They will analyze grant progress, assist proper budget follow up, analysis, projections and budget realignments where needed. At least one formal evaluation will be conducted per year on the work accomplished and the perspectives to come.

**Experiences and skills**

- At least 3 years of professional experience in project management and protected area management or similar;
- At least 3 years of professional experience in Africa, including Anglophone Africa.
- Experience in managing EU-funded projects;
- Proven skills in managing and working with multi-disciplinary and multi-cultural teams, involving partners in two countries;
- Proven skills in logistics, operations management, procedures and administration;
- Proven skills in partnership management and relations with local authorities;
- Ability to adapt, to live in isolated conditions and to be autonomous is essential;
- Ability to suggest solutions and to take initiative;
- Excellent command of English, French is a plus.

**Fixed-term contract:** 12 months renewable  
**Start date:** 01/07/2023  
**Compensation:** according to WCF salary scale and experience

**HOW TO APPLY:**

To apply, please email your CV and cover letter with 2 references to liberia@wildchimps.org (Until 25 July 2023) with the subject line “Assistant Country Director”

Only successful candidates will be contacted for tests and interviews. WCF is an equal opportunity organization and especially encourages women to apply.