



WILD CHIMPANZEE FOUNDATION

Job Vacancy

Transboundary Project Coordinator

Structure of employment: Wild Chimpanzee Foundation (WCF)

Date of publication: 27th March 2018

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 Tai-Grebo-Krahn-Sapo Forest Complex, the largest remaining relatively intact forest block that spans across the Ivorian and Liberian border, encompassing various protected areas (Tai National Park and Cavally Classified Forest in Côte d'Ivoire; and Sapo National Park and the newly established Grebo-Krahn National Park in Liberia) and identified conservation landscape corridors.

WCF has recently been awarded a grant from TetraTech for USAID's West African Biodiversity and Climate Change (WA BiCC) program to "Strengthen Multi-Stakeholder Management of the Tai-Grebo-Krahn-Sapo Transboundary Forest Landscape between Liberia and Côte d'Ivoire". The 28-month program feeds 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.

Job Description:

We are seeking a full-time Transboundary Project Coordinator to ensure the implementation of the program and to deliver on project objectives, with support from the Liberia Country Director based in Monrovia and the West African Representation Director based in Abidjan. The Transboundary Project Coordinator will be responsible for the coordination between the two countries and their respective field offices in Zwedru (southeast Liberia) and Tai (southwest Côte d'Ivoire), ensuring that project activities are implemented and reported on in a timely manner. Project activities that the Project Manager will be responsible to ensure implementation of include: Development and supervision of socio-economic and demographic surveys, livelihood support for local communities, biomonitoring programs across 5 sites of intervention; training of local partners in biomonitoring, law enforcement, SMART, GIS, remote sensing, awareness raising actions, protected area

management, development of national strategies for biomonitoring and law enforcement, with emphasis on SMART and digital data collection. The Project Coordinator will be responsible for overseeing the Monitoring and Evaluation of the project and ensuring deliverables are reached. The Transboundary Project Coordinator will work along side a team of 50 full-time staff in both countries and an additional 27 part-time staff and will be based in Monrovia, with regular travel to Abidjan and the field offices and sites in both countries.

Start Date: As soon as possible

Salary and benefits: Salary is dependent on experience. A stipend for lodging is provided, as well as an annual return airfare. Vaccinations and insurance are not covered.

Main Responsibilities:

- Lead the implementation of planned project activities, ensuring they are in accordance with with the WA BiCC program objectives and project agreement
- Consult, communicate and coordinate regularly with TETRATECH/WA BiCC and projects partners
- Ensure project activities are implemented and completed in a timely manner
- Develop and coordinate national and transboundary activities with the WCF team, partners and stakeholders, in conjunction with the Liberia Country Director and West African Representation Director
- Manage, support and coordinate allocated project staff
- Ensure financial management of project funds in accordance with WCF and WA BiCC procedures
- Prepare project reports for donors and government partners in a timely manner in accordance with WCF and donor procedures
- Prepare annual work plans and budget forecasts and support the field team to provide similar monthly plans, to ensure the smooth running of field activities
- Represent the WCF in meetings/workshops, both nationally and internationally, that relate to the project

Qualifications / Experience:

Required:

- Minimum of 5 years' experience in conservation project management or a related field (preferably in an NGO)
- Minimum Masters level degree in conservation or a related field
- Proven project management skills and/or monitoring and evaluation skills
- Proven financial management skills (forecasts; budgets; financial control)
- Proven experience with Project Monitoring & Evaluation Procedures
- Proven team management and leadership skills
- Excellent computer skills with excellent knowledge of Microsoft Office
- Excellent communication skills and fluency in English (oral and written)
- Fluent in French (oral)
- Driver's License

Preferred:

- Relevant experience in West Africa
- Experience with USAID funded projects and procedures
- Understanding of current conservation issues in West Africa, especially in transboundary landscapes
- Computer skills including GIS, DISTANCE, Access, etc.
- Conservation field experience, preferably in a tropical forest habitat
- Experience in training and capacity building
- Flexibility in your work schedule
- Experience in 4x4 driving

Deadline for submission: 10th April 2018

Applications (CV and Cover letter with two references) should be sent electronically to hillers@wildchimps.org. Only successful applicants will be contacted via email for an interview.