



JOB DESCRIPTION CONSERVATION OFFICER AND CONSERVATION MANAGER

1. CONSERVATION MANAGER

The Conservation Manager is responsible for the management of Chimpanzee Trust Conservation Programs

General Job Responsibilities

1. Management of all Chimpanzee Trust's conservation activities/projects.
2. Take the lead in resource mobilization for the Field Conservation Program through organization grant writing, fundraising, and presentations among others.
3. Manage and oversee the Field Office and all the Field Team Staff, community monitors, volunteers, researchers, and consultants undertaking any fieldwork in the area within the Trust's work jurisdiction.
4. Implement the operational, administrative, and financial working procedures of all the Conservation Programs including full compliance with all aspects of projects; implementation of donors' operational, administrative, and financial management procedures
5. Prepare contractual arrangements for subcontracting for all the executing partners of the Field Conservation Program.
6. Prepare half-yearly consolidated technical and financial progress reports as per guidelines included in the various projects' documents'.
7. Prepare annual PIR (Projects Implementation Reviews) of all Conservation Projects.
8. Coordinate and update the Field Conservation Program Projects M & E framework and ensure their adequate implementation with all projects' executing partners.
9. Develop a communication reports strategy for the project, technical articles, papers and reports, and scientific publications based on the project results.
10. Present project results at key regional and global forums.
11. Any other duties that may be assigned.



KEY COMPETENCIES AND SKILLS FOR THE JOB

A recognized qualification in the relevant field with specific competencies and skills below:

- The applicant must have proven and substantial professional experience of not less than four (4) years in roles similar to the requirements above.
- Be able to manage teams of diverse dynamics
- Be able to comprehend the fundraising concepts and follow through with donor requirements or specifications.
- Understand the wildlife ecology.
- Show capacity and evidence of having won and managed large grants (over \$500,000)
- Should be well conversant with the use of analytical computer software such as Geographical Information Systems (GIS), Distance, SPSS, Distance, Picasa software, and MS Office data analysis programs.
- Conversant with community PRA strategies and approaches to community problem-solving.
- Conversant with fundraising/grant processes and follow through with donor specifications and requirements.
- Excellent report writing and communication skills including the ability to write articles in various publications.
- A basic understanding of project cycle management approaches and tools - including Participatory methods on capacity assessment and planning, project monitoring and evaluation, and partners' capacity building,
- Knowledge of key aspects of development work including cross-cutting themes (e.g. gender, environment).
- Skills in training/facilitation of development processes, including organization and mobilization of communities and networking among different development partners such as community-based organizations (CBOs), governments, and NGOs.
- Skills and experience in planning, budgeting, and financial reporting.



- High-level integrity and high standards of personal conduct.

2. CONSERVATION OFFICER

Position Description and Purpose

Within the framework of ongoing field projects, the Conservation Field Officer will coordinate the implementation of field activities aimed at ensuring the conservation of wild chimpanzees and the enhancement of their habitats. This position demands creativity and a high level of consultation with various stakeholders, partners, and staff in your line of operation.

General Job Responsibilities

1. Support the field program to enhance natural resources and environmental management activities such as Agro-forestry, indigenous tree propagation, and activities aimed at forest corridor restoration.
2. Work with the Conservation Manager to design, develop, and disseminate appropriate conservation messages to relevant target audiences.
3. Work with the Conservation Manager on specific aspects aimed at identifying and mapping out areas of human-chimpanzee conflicts and drawing appropriate strategies for mitigation. Collaborate with the local Government, National Forestry Authority, Uganda Wildlife Authority, and other NGOs in building the capacity of local communities to manage biodiversity in the Albertine Rift.
4. Be responsible for the implementation of the community-based monitoring program in consultation with the Conservation Project Manager and other relevant staff
5. Shall lead Chimpanzee Trust GIS work including production of appropriate maps as well as using other ecological data analysis tools for data analysis and generation of relevant project reports.
6. Identifying and supporting livelihood initiatives in selected communities
7. Monitor and evaluate public appreciation and understanding of chimpanzee conservation in those areas w operation.
8. Shall monitor and participate in strengthening established local structures, procedures, and guidelines aimed at managing conservation programs as well as their sustainability.



9. Consistently document lessons learned and experiences gained from the different projects/programs.
10. Participate and where appropriate lead data collection teams (for example conduct wildlife inventories or collect samples to assist with natural resource research)
11. Occasionally assist in other Trust activities as and when required, in the different duty stations.
12. Be accountable for implementing community conservation activities as described in the guidelines and promptly make recommendations and periodic reports to Chimpanzee Trust management
13. Work following the established procedures and protocols;
14. Assist with the organization of promotional events and special group visits to field projects.
15. Work hand in hand with the Chimpanzee Trust resource mobilization committee to identify areas of development and help in writing proposals for grants and funding.
16. Account for all funds disbursed to you for activity implementation and submit accountabilities according to Chimpanzee Trust's established financial procedures.

KEY COMPETENCIES AND SKILLS FOR THE JOB

A recognized qualification in the relevant field with specific competencies and skills below:

- The applicant must have proven and substantial professional experience of not less than two (2) years in roles similar to the requirements above.
- Be able to visualize the necessary community engagement strategies.
- Be able to implement projects/ programs as designed.
- Should be able to be mobile due to diverse movements in the landscape.
- Should be well conversant with the use of analytical computer software such as Geographical Information Systems (GIS), Distance, SPSS, Distance, Picasa software, and MS Office data analysis programs.
- Conversant with community PRA strategies and approaches to community problem-solving.
- Be able to provide specific reports concerning activities being implemented.



- High-level integrity and high standards of personal conduct.

If you meet the above requirements, please submit your handwritten application, copies of your academic testimonials, CV, names, and addresses of two referees, and telephone contact physically to:

The Recruitment Committee, Chimpanzee Trust, Plot 1 Bank Close, Entebbe, P.O. Box 884 Entebbe.

or email to: administration@ngambaisland.org

The closing date for receiving applications is 16th February 2024.

Note: Only shortlisted candidates will be contacted.