



# AFRICAN PARKS CONGO

## PARC NATIONAL DE LA GARAMBA

Haut Uélé

République Démocratique du Congo

**Position:** Special Projects Manager / Plans and Coordination Manager

**Organization:** African Parks Congo

**Location:** Nagero, Garamba National Park, Democratic Republic of the Congo

**Reporting to:** Greater Garamba General Manager

**Expected start date:** May/June 2018

**Type of contract:** Fixed-term (2-3yrs)

### Background

African Parks Congo is the management entity of Garamba National Park, DRC. The NGO is directly affiliated to African Parks Network who is a non-profit organization that takes total responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities.

**Supervises:** All activities through the:

- Coordination, planning of GNP PMU activities
- Contribute to strategy and projects design
- Marketing, media and communication
- Coordinate donor relationships (shared with General Park Manager and Head of Departments)
- Protocol: coordination and organization of events, meetings, official visits, board meetings, etc.
- Tourism (1 lodge with restaurant and 10 chalets)

**Job overview:** The Special Project Manager is responsible for the above-mentioned management unit coordination and duties. He / She ensures the coordination of management unit, and manage APC external relationship.

### Key functions:

- *Management coordination, Internal Reporting and Administration:* Centralize and share all relevant information to and from senior management within APC, supervise planning and deadlines, assist with the compilation of AP annual reports, monthly and weekly reports; 5-Year Business Plans coordination; administrative documents needed for Board Meetings etc.
- *Tourism supervision:* Supervise the Tourism department/project and provide support to the lodge manager;
- *Communication, Media and Marketing:* GNP Social Media pages; supplying required information for the AP Garamba website; providing necessary information relating to the Park to tourists/journalists/visitors;
- *Donor relationship:* Ensures proper communication for donors, supervise and coordinate donor proposal in collaboration with each head of department + donor's visibility requirements met
- *Protocol:* Organize official visits and supervise logistic for meetings
- Liaise with Kinshasa APC representative and APN HQ



**Capabilities, competencies and experiences required for the position:**

- University degree or equivalent academic background in project management, business administration, economics, tourism management
- Working experience with institutional donors (EU, USAID, World Bank, etc.) in Africa
- Working experience in project management with at least one successful work experience in Africa, ideally in Central Africa;
- Strong willingness to live in a remote setting and with previous experience of living in remote locations, ideally in Central Africa.
- Ability to prepare clear and concise reports, policy papers;
- Demonstrated leadership and people management skills.
- Demonstrable experience managing and working in partnership with other organizations
- Must be fluent in French and English (written and spoken).
- Excellent communication skills
- Computer Literacy.
- Very good writing skills.
- Good team player and experience in working in multicultural / multidisciplinary teams under challenging conditions.
- Ideally a conservation experience and/or a tourism experience.

**Key relationships:**

- General Manager
- Deputy General Manager
- Sustainable Development Manager
- Operations Manager
- Law Enforcement Manager
- Finance and Admin Manager
- Kinshasa Liaison Officer
- Monitoring and Evaluation Manager
- Any other African Parks organization
- Stakeholders and donors
- Tourists and other visitors

**How to apply:**

Please send your application by email to the address [Garamba-RH@africanparks.org](mailto:Garamba-RH@africanparks.org), with the reference RH/GNP/2018/SPM in the subject.