



TERMS OF REFERENCE

[NAME]

POSITION: Garamba Analyst Team Leader

ORGANISATION: African Parks Congo

LOCATION: Garamba National Park HQ (Nagero)

REPORTING TO: Anti-Poaching Information Coordinator

EXPECTED START DATE: 15 June 2018

TYPE OF CONTRACT: Fixed Duration (1 year)

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.

JOB OVERVIEW:

The Garamba Analyst Team Leader will drive a team of analysts working to provide both a tactical and strategic understanding of Garamba National Park and its surrounding area of interest, for the purpose of empowering decision making and management of protected areas. The Garamba Analyst Team Leader will oversee analytical reporting, social network analysis (SNA) database management and development of the underlying platforms and technologies.

KEY FUNCTIONS:

- Operational Analysis and Reporting for GNP
 - o Management of up to 4 Analysts
 - o Participation in the capacity building of an Analyst team
 - o Management of ad hoc SNA Consultants
 - o Collation of regional information on poaching and conflict dynamics

- Rapid production of ad hoc reports (multiple formats) for Anti-Poaching efforts and understanding Conflict Dynamics
- Daily production of summary mapping visualizations in collaboration with GIS
- Considerable contribution to weekly summary reporting
- Investigative analysis combatting the trafficking of protected species and the briefing of such analysis where needed to authorities
- Collaboration with external analysts
- SNA Database Management
 - Assure the development and implementation of i2 Analyst's Notebook (ANB) Standard Operating Procedures (SOPs)
 - Maintenance of a database in i2 ANB
 - Maintenance of a cloud-based database using i2 ANB and iBase
 - Maintenance of SNA indicators and metrics
 - Collaborate with local environmental police authorities in the management of Legal Follow-up databases
- SNA Development
 - Assure the integration of iBase and cloud-based SNA
 - Collaborate with GIS on the integration of geospatial collection and analysis platforms that integrate into SNA
 - Manage the integration of new collection methods, especially regarding large data sets
 - Master the use of Survey123

CAPABILITIES, COMPETENCIES AND EXPERIENCES REQUIRED:

- Experience with i2 Analyst's Notebook (v.8 or higher)
- Experience with iBase and iBase Designer
- Experience with Google Earth and the Google office suite
- Experience with OneDrive and the Microsoft office suite
- Experience working in Africa
- Background in Analysis, including with Conflict Dynamics and/or Anti-Trafficking and/or Anti-Poaching
- Fluency in French and English
- Experience managing a multi-cultural team
- Strong critical thinking and ability to work calmly and quickly under pressure
- Good team player

KEY RELATIONSHIPS:

- Anti-Poaching Information Coordinator
- Intelligence Analysis Mentor
- Analysts
- Garamba Collection Team Leader
- Chinko Collection Team Leader

WHAT SUCCESS LOOKS LIKE:

The Garamba team can rely on information being readily processed into informative reporting, verbal, written and otherwise visualized. Decision-makers feel they are well-informed and their briefings are clear, concise and timely. The SNA database can be readily queried and utilizes the full extent of the software. Efforts are made to bridge SNA and GIS. Garamba is able to see over the horizon and analyze data from a wide range of partners and sources throughout the region and produce meaningful and actionable analysis to mitigate the threats of poaching and conflict dynamics as concerns both wildlife and the local communities of the region. Analysis vibrantly feeds further collection for deepened understanding through the processing of information requirements; as well as in direct decision-making for protected area management.