TERMS OF REFERENCE
RICC - REGIONAL INFORMATION COORDINATION CENTER

POSITION: Deputy Director and Regional Information Coordinator
ORGANISATION: African Parks Congo
LOCATION: Garamba National Park HQ
REPORTING TO: Research & Development Director
EXPECTED START DATE: 1 September 2019 (negotiable)
TYPE OF CONTRACT: Fixed Duration

JOB OVERVIEW:
The Deputy Director (DD) will serve as the Deputy for the Research & Development Department, with a principle function of coordinating the Regional Information Coordination Centre (RICC). The DD will assure the continuity of information collection and analysis geared towards Garamba National Park (GNP), with an acute awareness of Garamba’s regional strategy in the RICC region (namely in the Mbomou, Uele and Kotto River Basins of Central Africa, as well as the Sahel). The DD is responsible for the intelligence effort protecting GNP and implementing the RICC strategy in Chinko Project Area. The DD is responsible for the management of a total of 14 staff in GNP, and assists in supervising several staff in Chinko.

KEY FUNCTIONS:
- Manage Garamba National Park (GNP) intelligence
  - Coordinate analytical output and manage collection efforts
  - Line management of collection node Regional Collection Node Coordinator (RCNC) and Garamba Collection Node Coordinator with an 8-person collection node
  - Line management of Analyst Team Leader and the 4-person analyst team
  - Manage collection coverage and the deployment of varied technical collection sensors in coordination with the Technology Coordinator
  - Assure production of intelligence products
  - Manage information operations with information operations officer
  - Ensure timely reporting to park management and anti-poaching operations
  - Assure integrity of analytical databases
  - Assist in the management of the GIS database
  - Collaborate with other GNP departments and respond to RFIs from General Management and anti-poaching
  - Supervise the budget, HR and other administrative details of GNP intelligence staff and missions

- In coordination with the Director and Regional Collection Node Coordinator (RCNC), develop and maintain Chinko Project Area intelligence functions
  - Maintain a reporting and information sharing system
  - Assist in recruiting
  - Focus analytical work and assure reporting standards
  - In collaboration with RCNC, task collection efforts for strategic level intelligence

- Deputise the Director in his absence
  - Ensure budgetary compliance
  - Attend meetings and produce weekly and monthly management reports on behalf of the department
- Supervise and manage the Technology, and Research and Monitoring offices
- Assist in training of GNP and Chinko staff in intelligence issues, including non-operational roles in other departments
- Assist in the recruiting process and training of national and sub-regional staff
- Assist with financial and administrative responsibilities of the R&D Department, including HR and Budget
- Assist in procurement and logistics for equipment relevant to RICC

CAPABILITIES, COMPETENCIES AND EXPERIENCES REQUIRED:
- Experience working in an intelligence leadership role
- Experience with managing diverse, multi-cultural teams
- Experience with different intelligence disciplines
- Experience with different types of analytical output
- Formal intelligence education an advantage, military or civilian
- Experience with geographic information systems (GIS) and social network analysis (SNA) software
- Experience working in austere environments
- Fluency in written English and ability to write detailed and accurate reports with clarity, brevity and timeliness
- Functional French required, fluency in French a distinct advantage
- Able to self-manage and understand priorities in a fast-paced environment
- Good team player with a collaborative spirit

KEY RELATIONSHIPS:
- General Manager
- Law Enforcement Coordinator
- Law Enforcement Advisor
- Partner Organizations in the DRC

How to apply:
All applications must include a cover note and CV and to be sent to naftalih@africanparks.org.
Closing date for submission: 1 September 2019

BACKGROUND:
African Parks 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. African Parks, through affiliated local boards, has management responsibility for Garamba National Park (DRC) and Chinko Project Area (CAR).