



**Position title:** Special Projects Manager

**Location:** Based in Fada (North-Eastern Chad), missions within the ENCR and anywhere when necessary

**Starting date:** 01 March 2021

**Reporting to:** Park Manager

**Type of contract:** 3-year Fixed Term

### **Background**

African Parks is a non-profit conservation organization founded in 2000 that manages 19 national parks and protected areas in 11 countries covering 14 million hectares. This is achieved through long-term agreements with national governments, putting in place funding solutions and establishing good governance and management to achieve ecological, social and financial sustainability. The funding strategy is developed in line with the organization growth and includes public institutional donors as a significant segment. The associated grants management complexity poses a number of financial, legal and reputational risks.

Ennedi Natural and Cultural Reserve, nestled in the northeast of Chad, is a natural sandstone masterpiece spanning 50,000 km<sup>2</sup> of sculpted landscape marked by cliffs, canyons and natural arches. Labelled as an Eden in the Sahara, the Reserve lies within Ennedi Massif, a large Sahara mountain massif in Chad, located on the transition of the Sahelian and Saharan zones.

### **Role and Responsibilities:**

The Special Projects Manager primarily assists the Park Manager with administrative aspects, including report writing, proposal preparation, and supports various departments in technical and administrative issues where required. The nature of the position will require close coordination with various departments in the Reserve on a broad range of aspects.

### **Key Responsibilities:**

- Contribute to all reports for donors and prepare budget and planification for Operation plan, facilitate the annual revision of Business Plan;
- Assist the PM and Assistant PM on all the administrative and financial aspects as requested;
- Ensure the delivery of all internal and external reports and prepare the annual reporting to donors and Boards;
- Execute the mapping through GIS tools to others departments;
- Contribute to develop and co-manage the Special projects as planned in the 5 years Business Plan;
- Promote and maintain good working relationships with all colleagues of the ENCR and with other external stakeholders at local, national and international level;
- Communication/Visibility: Ensure the visibility of Ennedi at a national level through various initiatives and events, in coordination with APN Head Office;
- Provide institutional Support where needed (official correspondence etc.);

### **Competencies, qualifications and experience needed for the role:**

- Experience in Grant management, report and proposal writing (EU experience is an advantage).
- Excellent writing skills in French and in English.
- Team and Project Management skills.



- Excellent Time Management and Organisational skills.
- Adaptability to constantly changing environments.
- Fluent in French and English (both written and spoken).
- Administrative skills with very good computer skills.
- Diplomacy and ability to build good relations.
- Attention to details and great ability to anticipate needs.
- Punctuality, independent and available.
- Ability and willingness to work in the field, in desert conditions for long periods of time.

**Qualifications:**

Degree in conservation science; Master in Administration/business degree.

**Language Skills:** French/English: Spoken, written (Required)

**Key relationships:**

1. Park Manager
2. Deputy Park Manager
3. Head of Park Management Unit
4. APN-Chad Team in N'Djamena Office
5. Funding and Institutional Grant Managers at AP (including EU Grand Manager)
6. Local government and technical partners
7. Stakeholders and donors

To apply, please email your CV and cover letter to [rh.tchad@africanparks.org](mailto:rh.tchad@africanparks.org) by **09 January 2021**.

*Should you not hear back from us within 2 weeks after closing date, please take it that your application was unsuccessful.*