



**POSITION:** Funding and Reporting Manager

**ORGANISATION:** African Parks – RCA

**LOCATION:** Central African Republic

**REPORTING TO:** Park Manager

**EXPECTED START DATE:** As soon as possible

## **BACKGROUND**

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 18 national parks and protected areas in 11 countries covering over 14.1 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, Zambia and Zimbabwe.

Chinko's mosaic of ecosystems at such latitude on the African continent makes this area incredibly rich and unique in biodiversity. The Chinko Conservation Area (CCA) is an important area for endangered wildlife as well a vast ecosystem with complex interactions and is the only managed protected environment in the remote eastern part of CAR.

Most recently, a "functional landscape" of about 64'645 km<sup>2</sup> which the government of the CAR designated the mandate to APN to develop a comprehensive conservation strategy and land-use plan. This will need protecting.

## **JOB OVERVIEW**

The Funding & Reporting Manager is accountable for effective and compliant delivery of the park's grant portfolio, high-quality reporting for internal and external purposes, and both identifying as well as effectively relaying the park's funding needs. It is a critical position which links the park's strategy and operational reality with funders, partners and the teams at APN Headquarters, most notably fundraising. This requires coordination and close collaboration with the park manager, financial controller as well as the other Heads of Department responsible for implementation of park projects, and a thorough understanding of African Parks' Standard Operating Procedures.

## **MAIN ROLES & RESPONSIBILITIES:**

- Oversees the park's grant portfolio, monitoring effective and compliant delivery of respective projects. This includes working closely with the financial controller to ensure correct allocations of donor funding and tracking burn rates, coordinating grant work plans and briefing the heads of department on key deliverables, providing required partner visibility and monitoring risks to grant project components' delivery.
- Represents the park in the bi-monthly calls debriefing APN funding and finance teams on grant delivery, key updates and risks.
- Coordinates and collates park reporting, both for internal and external purposes. This includes ensuring AP Reporter data is accurate and up-to-date, park information is accurate on SIMBA as well as the calendar and the monthly and annual reports, operational analytical reports can be compiled and providing timely and high-quality donor reports that reinforce our reputation, in addition to developing general factsheets about the park for external purposes.
- Understands, monitors and maps the park's funding needs, and can effectively develop well-written documents that relay why the park needs funding for specified activities to enable effective fundraising. Co-writes, with the funding team, the park's grant proposals and ensures these are closely aligned with the park's business plan and monitoring program.
- In liaison with the park manager, regional team and APN's funding, communications and tourism teams, supports management of the park's external relationships. This may include coordination of donor or press visits.
- Coordinates or collates park-level surveys, case studies, data collection and analyses that inform impact assessments for donors and partners.
- Where applicable, provides carbon monetization project support.
- In parks where the outlined primary responsibilities do not require 100% of the funding and reporting managers' time, other, secondary responsibilities can be crowded in as per the park manager's discretion, based on the park's needs and candidates' respective strengths and qualifications. These may include for example:
- Liaison for the African Parks assurance department to support not only internal performance improvement cycles but also the compliance officer and legal & safeguards manager.
- Support the writing of operational documents such as business plans and special project descriptions.

## **EDUCATION AND EXPERIENCE:**

- Minimum eight (8) years of experience working in project management or coordination roles, with a preference of five years (5) years with a conservation or non-profit organization;
- Excellent organizational, analytical, oral and written communications skills in English in French;
- Experience in grant management, report and proposal writing with EU and USAID experience an advantage;
- A post-graduate degree in biodiversity conservation or other related field of study is an advantage;
- Communications experience is an advantage;
- Strong capacity to manage time and competing priorities;
- Strong initiative, perseverance, and resilience;
- Willingness to live in a remote setting and with previous experience living in Africa;
- Good team player with experience working with multicultural teams.

## **HOW TO APPLY:**

To apply, please email your CV and cover letter to [centralafrica.hr@africanparks.org](mailto:centralafrica.hr@africanparks.org) by Friday, 12 November 2021. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful.

We thank you for your interest in working for African Parks.

For more information or questions, do not hesitate to contact the Regional Human Resources Director, Mr. Kevin Keenoo