



SPECIAL PROJECT MANAGER - Majete

Majete Wildlife Reserve (MWR) in Malawi is looking for a **Special Project Manager**. Based in Majete Wildlife Reserve, and reporting to the Park Manager, this is a complex and diverse position, requiring a “tech savvy”, adaptable person. The primary purpose of this role will be to:

- Provide both operational and strategic support to the PMU, specifically the FOM and Park Manager, to achieve park specific goals, with a high focus on 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.

Key Responsibilities:

- Oversees the park’s grant portfolio, monitoring effective and compliant delivery of respective projects.
- 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.
- 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 parks grant proposals and ensures these are closely aligned with the park’s business plan and monitoring programme.
- Coordinates or collates park-level surveys, case studies, data collection and analyses that inform impact assessments for donors and partners.

Additional Responsibilities:

- Implement, manage and support MWR’s technology and communications infrastructure, including Earth ranger, Geosuite, Cybertracker, DAS, VSAT;
- Maintain and analyse data from the park’s systems to support law enforcement and conservation objectives;
- Provide administrative and logistical support for all conservation initiatives in the park, including mapping exercises, annual aerial census, wildlife introduction, EIA’s;
- Implement special projects according to the MWR’s business plan.
- Oversee all monitoring of key species and vegetation types as per long-term sustainability plan and five-year business plan.
- Manage World Veterinary Service (WVS) memorandum of understanding (MOU).
- Manage Volunteers visiting Majete under the WVS, MOU.
- Manage Volunteer coordinator within MWR.
- Manage research, leadership and malaria camp sites.

Minimum Requirements:

- 3-5 years relevant working experience (Specifically focused on the monitoring of African predators)
- 3 years’ experience working in similar environments and roles
- Extensive experience with donor grant management, proposals and reporting
- Experience working in multi-cultural environments
- Excellent computer/technology skills – MS Office, social media, websites

- Strong communication & presentation skills
- Good commercial skills
- Good financial management skills
- Strong project management skills
- Analytical skills
- Stakeholder relationship management skills
- Strong interpersonal skills
- Strong team player
- Results oriented
- Highly resilient
- Adaptable
- Drivers License with 4x4 experience

Additional Requirements:

- Relevant undergraduate degree
- Extensive knowledge of Earth Ranger & GIS software
- First hand experience, working in remote and secluded wildlife environment's.
- Experience in non-profit organisations an advantage

The successful candidate will have the opportunity to join our dedicated park management team and make a significant contribution to the protection and sustainable development of the Majete Wildlife Reserve.

To apply, please email your CV and cover letter to recruitMalawi@africanparks.org by **16 December 2021**. Please use the subject line 'Vacancy – Special Projects Manager Majete'.

Please note that, for resource planning purposes you must first inform your manager if you intend to apply for this position.

About Majete:

Majete Wildlife Reserve, in Malawi, is situated in the Lower Shire Valley at the southernmost section of Africa's Great Rift Valley. It measures 72 000 ha and has a diversity of vegetation ranging from moist Miombo woodland in the western hills to dry savannah in the east with prominent thickets along the banks of the Shire River. Majete was the first park to fall under the African Parks portfolio and its transformation offers a living story of hope and rejuvenation. In 2003, the Malawi Department of National Parks and Wildlife (DNPW) collaborated with African Parks with a joint vision of transforming this small but important reserve for the benefit of people and wildlife. Given Majete had suffered from decades of poaching, had only 12 employees, a few antelope left, and delivered little to no benefit to the local communities, it was here that the African Parks model was put to the test. In 2003, we began a series of reintroductions, starting with black rhinos. Altogether, more than 3,200 animals from 16 different species were brought back to Majete, restoring its mammal diversity and making it Malawi's premier wildlife destination. In addition to providing a home to wildlife, Majete employs over 164 local people full-time and delivers essential services through education, healthcare and investments in local enterprises. The Park's annual budget is \$2,400,000 projected for 2022.