



POSITION: Funding & Reporting Manager

ORGANISATION: African Parks – South Sudan

LOCATION: Boma & Bandingilo National Parks, South Sudan

REPORTING TO: Park Manager

EXPECTED START DATE: *As soon as possible*

BACKGROUND:

African Parks is a non-profit conservation organization 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 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM ². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

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.
- Liaison for the African Parks assurance department to support not only internal performance improvement cycles but also the compliance officer and legal and safeguards manager.
- Support the writing of operational documents such as business plans and special project descriptions.

**KEY RELATIONSHIPS:**

- Regional Operations Manager
- Park Manager
- Heads of Department
- Donors

EDUCATION AND EXPERIENCE:

- Minimum five (5) years of experience in a similar role, with a preference of one (1) year with a conservation or non-profit organization;
- A degree in finance, accounting or related field;
- Knowledge of grant management;
- Exceptional communication skills, delivered both verbally and in writing;
- Adeptness in the use of logic;
- Competence to build and effectively manage interpersonal relationships at all levels of the organisation;
- Fluency in English and French;
- Strong capacity to manage time and competing priorities;
- Strong initiative, perseverance, and resilience; and
- Willingness to live in a remote setting and with previous experience living in Africa.

HOW TO APPLY:

To apply, please email your CV and cover letter to centralafrica.hr@africanparks.org by Tuesday, 4th October 2022. 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.