



POSITION: Special Projects Manager

ORGANISATION: African Parks – South Sudan

LOCATION: Boma National Park

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 KM². 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:

We are looking for a dynamic Special Projects Manager who will primarily assist the Park Manager with the overall coordination across the park, including internal and external reporting writing, grant reporting, proposal preparation and support for various departments with technical and administrative tasks where required.

MAIN ROLES & RESPONSIBILITIES:

Coordination

- Contribute to the preparation of key strategic documents including but not limited to, five-year business plan and annual workplan;
- Manage central calendars for the park: schedule meetings and travel, group events, and other commitments;



- Coordinate booking travel for stakeholders in accordance with African Parks policies and procedures;
- Maintain continuity of work operations by documenting and communicating required actions to management;
- Assist with coordination of workshops, meetings and events as needed;
- Maintain effective communication with key stakeholders, partners and other organizations;
- Assist the Park Manager with various tasks including reporting to ensure the continuity of operations.

Grants Management

- Manage a diverse grants portfolio funded by private and institutional donors;
- Ensure compliance with donor implementation and reporting guidelines as well as contractual obligations;
- Coordinate with Heads of Department in preparing interim, final and other required reports, including working together with Monitoring & Evaluation team as required;
- Analyse grant progress, ensure proper budget follow-up, analysis, projections and budget realignments where needed.

Proposal Development

- Lead the coordination and development of competitively strong proposals and concept notes in coordination with the fundraising team;
- Work collaboratively with wider funding team to help identify and plan strategies to position the park with potential partners and donors.

Communications

- Oversees the creation of necessary promotion materials across multiple platforms, including, but not limited to presentations, social content, video, photography, website content, email, external reports, and press releases;
- Manage social media channels for the park;
- Manage media visits to the Park in conjunction with African Parks Communication team.

KEY RELATIONSHIPS:

- Regional Operations Manager
- Park Manager
- Heads of Departments
- Fundraising, African Parks
- Monitoring and Evaluation
- Institutional and private donors



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;
- 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;
- Excellent organizational, analytical, oral and written communications skills in English. French will be 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; and
- Good team player with experience working with multicultural teams.

HOW TO APPLY:

To apply, please email your CV and cover letter to ssrecruitment@africanparks.org or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Thursday, 6 February 2023**. 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.