



POSITION: Funding & Reporting Manager
LOCATION: Nagero, Democratic Republic of Congo
REPORTING TO: General Manager
TYPE OF CONTRACT: 24 months
START DATE: May – June 2023

BACKGROUND

African Parks is a non-profit conservation organization that takes full 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, Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Africa. Sudan. In the Democratic Republic of Congo, African Parks manages Garamba National Park and its three adjacent hunting domains, forming the Garamba Complex.

JOB OVERVIEW

The Funding and Reporting Officer is responsible for the effective and compliant implementation of the park's grant portfolio, the production of high-quality reports for internal and external purposes, and the identification and effective communication of the park's funding needs.

This is a key position that links the park's strategy to the operational reality with funders, partners and APN's headquarters teams, including fundraising. This requires close coordination and collaboration with the park manager, financial controller, and other department heads responsible for implementing park projects, and a thorough understanding of African Parks' standard operating procedures.

At Garamba National Park, the Finance and Reporting Officer is specifically responsible for the EU grant portfolio, which represents approximately 50% of the GNP budget in 2023.

He/she will support the Park's General Management in the monitoring and reporting of activities to the General Management of ICCN - Institut Congolais pour la Conservation de la Nature (ICCN) with which African Parks has signed a public-private partnership. He/she ensures the management of the monitoring evaluation service of the GNP and the supervision of the local and national communication of the GNP in consultation with the ICCN.

African Parks Congo, engaged in the protection of the Garamba National Park in the Democratic Republic of Congo, is looking for a FINANCING AND REPORTING MANAGER specifically in charge of the contracts of the French speaking partners and in particular of the European Union, the supervision of the monitoring-evaluation service of the GNP, the supervision of the local communication and the preparation of the annual reports.

MAIN FUNCTIONS AND RESPONSIBILITIES

Management of the EU grant portfolio

- The FRM supervises the portfolio of grants signed with Park/AP, ensuring the effective and compliant implementation of the respective projects. Mainly grants signed with the European Union, the Okapi Fund and/or any francophone donor as a priority. This includes working closely with the Financial

Controller to ensure the correct allocation of donor funds, compliance, burn rate tracking. The FRM will work also closely with Park Management team to ensure the planning of activities, monitoring of the objectives and results achieved as well as the respect of contractual provisions. He/she will report on a quarterly basis to Head Office Fundraising Team.



- He/she ensures that the visibility of the partners to the contracts is ensured; he/she analyses the risks and proposes solutions to mitigate the risks related to the implementation of the contract activities.
- The FRM will support the Park's General Manager in ensuring the Park's participation in steering meetings and monitoring committees of EU programmes.
- The FRM works closely with the Institutional Funds Officer of the African Parks Union and represents the Park in bi-monthly calls to inform the APN finance and funding teams of grant awards, major updates, and risks.
- Supports the African Parks fundraising team in fundraising for Garamba National Park; and participates in the annual meetings of the AP Fundraising team.
- Co-write, with the Fundraising team, the park's grant proposals and ensure that they are closely aligned with the park's business plan and monitoring programme.

Management of the Monitoring and Evaluation department

- FRM will manage the staff and supervise the GNP's monitoring and evaluation team, whose main role is to ensure the collection and verification of data relating to the Park's activities in order to calculate the indicators for monitoring activities, expected results and impact, as provided for in the grant contracts of the Park's partners, ICCN and African Parks.
- FRM ensures the implementation of the Monitoring and Evaluation programme of the GNP, in particular that the surveys and studies foreseen in the programme and in the grant contracts are implemented according to the expected standards.
- FRM will manage the external/internal evaluation missions carried out in the GNP in coordination with the directorates and services concerned.
- FRM will contribute to the development and updating of strategic documents (Long Term Sustainable Strategy (LTSS), Five Year Business Plan, Land Use Plan, etc.) as well as to innovative financing proposals (carbon monetisation, biodiversity offset, Value Nature Unit etc.).
- FRM will provide support and coaching to national staff.

Other responsibilities

- Local and national communication - ensure the coordination and supervision of local and national communication activities by ensuring the quality of content and materials as well as the quality of the French language.
- Contribution to the organisation and visits of donors and institutional partners, in particular the European Union, ICCN, and national political and administrative authorities.

EDUCATION AND PROFESSIONAL EXPERIENCE

- University degree relevant to the terms of reference: Master's degree in political or social sciences, international cooperation, project management, applied statistics, or any other relevant domain.
- Previous experience of at least 10 years in multilateral cooperation and technical assistance projects and/or in an international organisation and/or NGO; in particular for biodiversity protection projects, natural resources management, etc.
- Thorough knowledge of the functioning and procedures of the European Union is essential.



- At least 5 years' experience in Monitoring and Evaluation issues in the domains of biodiversity protection, natural resources management, forests, etc.
- Excellent command of French (main language), including excellent writing and reporting skills; good command of English (oral).
- Ability to adapt, organisational skills and anticipation.
- Dynamic and autonomous.
- Spirit of initiative and creativity.
- Very good interpersonal skills and team spirit.
- Relevant work experience in Africa, in particular in sub-Saharan Africa and preferably in Central Africa (CAR, DRC, Congo).
- Knowledge and experience of other institutional donors (US GoV, KfW etc.) will be considered as an asset.

HOW TO APPLY?

*To apply, send your application, covering letter and full CV with the names and contacts of three referees, to hr-garamba@africanparks.org and sbaud@africanparks.org by **15 April 2023**.*