



Position Title: Greater Zakouma Ecosystem (GZE) Funding and Reporting Manager

Reports to: General Manager, GZE

Location: Zakouma National Park/APN Chad

Position Level: Member of Park Management Unit (PMU)

Background

The Funding and Reporting Manager (FRM) is accountable for effective and compliant delivery of the Greater Zakouma Ecosystem (GZE) grant portfolio and monitoring and evaluation framework, high-quality data-based reporting for internal and external purposes, and effectively packaging the park's identified funding needs. The Funding and Reporting Manager will ensure that all grant proposals, reports, and data align with the park's Long-Term Sustainability Strategy (LTSS) and Five-Year Business Plan (5YBP).

In this multifaceted position, one functions as a critical bridge between the strategy and operational reality of the park, the objectives, preferences, and compliance requirements of funders as well as the needs of the teams at Headquarters (HQ), most notably Fundraising. The role requires strong communications skills, both written and oral in French and English, coordination and project management skills, a proficient grasp of donor regulations and donor interests, a solid handle on budgeting and monitoring & evaluation, and lastly, someone with a passion for protected areas. Capturing the ecological, social, and economic impacts (objectives) of the GZE is central to the role.

The FRM is the park's focal point for any questions from HQ around fundraising and metrics, which requires close collaboration with the General Manager, as well as the Financial Manager and other Heads of Department, who are responsible for the implementation of the GZE strategies.

Primary Functions and Responsibilities

- Oversees the GZE grant portfolio, monitoring effective and compliant delivery of respective grants. This includes working closely with the financial controller and heads of department to ensure correct allocations of donor funding while tracking burn rates, coordinating grant work plans as per the 5YBP and briefing the Heads of Department on key deliverables, providing required partner visibility, and monitoring any potential risks to the delivery of any components of a given grant.
- Represents the park in the quarterly funding calls, debriefing APN funding and finance teams on the GZE funding needs, grant delivery and key operational updates;
- Maps out the park's funding needs, and develops compelling funding packages, concept notes and proposals for fundraising among both private and institutional donors. Ensures the proposals are closely aligned with the park's long-term objectives, business plan, approved budget and monitoring program;

- Coordinates and collates park reporting, both for internal and external purposes. This includes collaborating with the heads of departments to ensure the right metrics to capture the parks' impact are being measured and data is being entered accurately into African Parks' reporting systems. Next to developing timely and high-quality donor reports that reinforce our reputation, develops park factsheets for engagement events, shares monthly operational updates, makes the communications team aware of highlights and compiles analytical reports that inform data-based decision making and performance evaluations for the park;
- Coordinates or collates park-level surveys, case studies, data collection and analyses that inform impact assessments for donors and partners;
- Support the writing of operational documents such as business plans and special project descriptions;
- Where needed, provides support to carbon credit or other ecosystem service valorisation processes, facilitates park visits from key stakeholders such as donors.

Required Qualification, Competencies and Experience for the Role

- Full professional competency of English and French;
- Strong project management experience;
- At least 3 years of experience working in philanthropy, conservation, social development or sustainable land use management and a good track record of working with donors, including with institutional funders such as the European Union, USAID and/or GIZ;
- Strong writer, and experience in developing external communications such as grant proposals and impact reports;
- A solid handle on Monitoring & Evaluation frameworks and ideally compliance requirements for various donors;
- Exposed to program development, budgeting and detailed financial reporting requirements;
- Able to keep the team organized and focused on the key priorities within a multitude of projects with deadlines, taking strong ownership of safeguarding and improving African Parks' quality standards as the leading conservation organization on the continent;
- Good with people, a capacity builder and sensitive to operating in intercultural environments;
- Resilient and flexible, able to operate effectively from remote areas;
- University degree in Conservation, Biology, Social Development, Communications, International Relations, Social Sciences, or another relevant field.

Please send all cover letters, CVs and copies of diplomas to the attention of the General Manager GZE, by **08 May 2023** to rh.tchad@africanparks.org.

Applications received after this deadline will not be considered. Only shortlisted candidates will be notified by email or by telephone or skype.