



**POSITION:** Operations Manager

**ORGANIZATION:** African Parks Congo

**LOCATION:** Nagero, Democratic Republic of Congo

**REPORT TO:** General Manager

**Type of Contract:** Short term (12 months)

## **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 PURPOSE**

To oversee the planning, management, and coordination of all activities related to the Field operations

## **MAIN FUNCTIONS AND RESPONSIBILITIES**

- ▶ Manage reliable, cost-effective operations and efficient implementation of the strategies of African Parks in line with the Business plan. Following elements are included in the Operations:
- ▶ Facility management of airstrips, roads within the park and/or hunting domain, houses and offices, water provision, waste management;
- ▶ Logistics: movements of vehicles, relationships with customs and authorities for flight clearances, visa, with providers;
- ▶ Procurement: organize the supply chain with local and foreign suppliers;
- ▶ Safeguard of assets: stocks and warehouse management, maintenance of cars and vehicles
  
- ▶ Ensure that security standards are maintained at all premises;
- ▶ Ensure compliance with donor and African parks rules and regulation in his/her scope of activities;
- ▶ Support other department with effective and timely provision of services;
- ▶ Participate in budget development and its implementation;
- ▶ Ensure proper records are kept and maintained on all Operations related items;
- ▶ Develop the capacity of the team, deepen understanding of their roles and assist with career development;
- ▶ Assist team members with information, tools and resources to improve performance & reach objectives;
  
- ▶ Prepare and submit weekly and monthly reports in a timely manner
- ▶ Implement African Parks' Operations policies, procedures, and processes.
- ▶ Implement activities as planned and budgeted
  
- ▶ Provide technical and managerial leadership in implementation of operational procedures.

- ▶ Adhere to and implement the Health and Safety, Fire and Environmental policies of African Parks;
- ▶ Adhere to all departmental Standard Operating Procedures (SOPs);
- ▶ Ensure Operations practices are implemented in accordance with organization, donor and national rules and regulations;

### **Working Relationships**

- ▶ **Internal**  
All HODs and all departments
- ▶ **External**  
Government and Licensing/Regulatory bodies;  
Distributors, Suppliers, Customers;

### **EDUCATION AND PROFESSIONAL EXPERIENCE**

- ▶ Master degree in engineering, supply chain Management, logistics and or Management;
- ▶ At least 9 years' experience with 5 years in a similar field;
- ▶ Holder of a valid driving license;
- ▶ Possess a certificate of good conduct from recognized law enforcing authority from the country of origin;
- ▶ Good communication skills delivered both verbally (French and English) and in writing, Lingala and/or Swahili is an asset;
- ▶ Skills in managing, organizing, planning and implementing assigned tasks under pressure of frequent and tight schedules;

### **CANDIDATE SPECIFICATIONS**

- ▶ Excellent strategic planning skills and able to interact with all levels;
- ▶ Able to work independently and highly meticulous;
- ▶ Critical thinking and strong analytical skills;
- ▶ Solid judgment along with decision making skills;
- ▶ Strong leadership capabilities;
- ▶ Hands-on approach and proven ability to work under pressure in meeting tight deadlines;
- ▶ Conversant with the procurement law;
- ▶ Good MS Office skills particularly strong capabilities in MS Excel;
- ▶ Demonstrated good knowledge of the distribution systems and best practices;
- ▶ Exceptional negotiation and customer/supplier handling skills;
- ▶ High level of confidentiality and integrity;
- ▶ Demonstrated basic accounting knowledge ;
- ▶ Good problem solving and decision-making skills which require independent and original thinking;

### **HOW TO APPLY?**

To apply, send your application (maximum 500 kb), covering letter and full CV with the names and contacts of three referees, to [hr-garamba@africanparks.org](mailto:hr-garamba@africanparks.org) by 29 May 2023 at the latest.