

Leopard Ecology & Conservation is looking for a dedicated

Field Conservation Coordinator



Leopard Ecology & Conservation (LEC) was initiated by Monika Schiess-Meier in 2000. The project seeks to promote the long-term survival of leopard and lion populations in Botswana by integrating conservation and community education. LEC works in Khutse Game Reserve and the southern parts of the Central Kalahari Game Reserve. Our research camp lies approximately 100 m outside the boundary of Khutse Game Reserve. Other than the rangers, our closest neighbours live in the village of Kaudwane, 5 km away.

For more information, please visit our website: <https://leopard.ch>

Job Brief

Role title: Field Conservation Coordinator

Reporting to: Head of Community and Education Programme and Managing Director

Duration of position: 24-month contract with option for renewal

Location: Based at LEC research camp near Khutse Game Reserve, Botswana, with occasional travel to Gaborone

We are looking for a competent, experienced conservation project coordinator to undertake a variety of administrative and project management tasks onsite in our field camp in Botswana. The position will work closely with the *Community and Education Project Officer* and the *Field Research Coordinator* to ensure smooth running of LEC's conservation and research projects. You will be coordinating projects and research activities related to education, outreach, and community involvement as well as being responsible for operational duties on-site.

To be a conservation project coordinator of our choice, you must be organised and detail-oriented and be comfortable working with culturally diverse teams. If you have experience in project and operations management, perhaps even in an African environment, and skills in conservation research and/or social science methods this would be appreciated.

This is a full-time job, and we expect the successful applicant to begin his or her work on the 1st March 2021 or by arrangement.

Responsibilities

Coordinate conservation projects in the Community & Education Programme (C&E)

- Supervise the design and logistics planning of the conservation projects and related activities according to LEC strategic workplan.
- Monitor and assist the implementation of the activities carried out by the C&E Programme Officer and his team. The Field Conservation Coordinator will ensure quality control of the projects and help with project management protocols in collaboration with Head of C&E. He/she will manage and report on project milestones and timelines
- Involve the relevant stakeholders and communicate effectively
- Evaluate the impact and the limitations of the C&E activities in collaboration with the Head of C&E
- Ensure continuous research on best practice in conservation activities; with a focus on projects involving local communities and their empowerment.
- Supervise/assist C&E fundraising activities, including grant applications
- Support programme growth and development (horizon scanning, including literature review and training of local conservation assistants).

Coordinate LEC operations and field camp management

- Ensure implementation of regulations, policies, practices
- Support human resource development
- Schedule and organise meetings/events
- Ensure technology is used correctly for all operations
- Keep updated records and create reports and proposals
- Prepare documentation such as MoU and other stakeholder agreements
- Prepare orders for equipment and any other material needed for LEC activities.
- Manage communications and help build positive relations with the team and external parties (such as national authorities, communities, NGOs, researchers, students, team)

Requirements

- Proven experience in conservation projects as field coordinator or other management positions. Experience in community-based conservation projects is advantageous.
- Experience in staff management, training and supervision of dedicated teams
- Good knowledge of project management techniques, budgeting, monitoring and reporting.
- High motivation and capability of working under remote field conditions, experience in Africa is an advantage. Proficiency in driving vehicles with manual transmission and valid driving licence are required.
- Socially sensitive and able to work with cultural diversity and multi-disciplinary team
- Tech savvy, proficient in MS Office. Interest in learning software for reporting and research purposes (GIS, statistics)
- Excellent time-management and organisational skills
- Outstanding English verbal and written communication skills
- MSc (or higher) degree in conservation or related field, with a focus on education and community research
- Experience in fundraising and grant application/management will be advantageous

Application

To apply please send a copy of your curriculum vitae, contact details of minimum two recent supervisors and a letter of motivation to Fabian Haas f.haas@leopardecology.com with the subject “application field conservation coordinator” before 14th February 2021.

Only shortlisted candidates will be contacted.