



# We are looking for you



Leopard Ecology & Conservation (LEC) was initiated by Monika Schiess-Meier in 2000. The project promotes 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 just outside of Khutse Game Reserve. Other than the rangers, our closest neighbours live in the village of Kaudwane, 5 km away. It is a tented camp run off solar power and has satellite wifi and even though it is fairly isolated, it has all the necessary infrastructure to live comfortably and to enjoy the beautiful landscape and sunsets. For more information, please visit our website: <https://leopard.ch>.

For our field camp in Khutse, we are looking for a highly motivated, English and Setswana speaking, experienced, hands-on and hospitable

## Camp Manager (100%)

### Duties & Responsibilities

#### Camp Maintenance

- Overall responsibility for the running of the camp to a high standard of service.
- Facilitate and maintain the daily operations of the camp.
- Camp maintenance and repair such as solar - and water system, tents and fences, general IT system.

#### Vehicle Maintenance

- Coordinate maintenance of our vehicle fleet and supervision of the mechanic staff.

#### Camp Logistics

- Logistics and procurement of camp supplies, e.g. food, fuel, equipment.
- Logistic for research visitors.

#### Camp Administration

- Management of up to six local staff.
- Keep updated records and create reports and proposals such as inventory reports.
- Monitoring of admin deadlines, e.g. water bill payments, Park entry fees.

### Terms & Benefits

An attractive employment package based on our employment scheme. An initial 3-year contract with option of renewal. Probation period is 3 months. Based in our research Camp in Khutse.

### Qualification & Requirements

- A hands-on, technic-advers, pro-active manager with at least 5 years field camp management experience.
- Fluent in English and Setswana, knowledge of any other language spoken in the Kalahari region is a plus.
- Technical knowledge in 4\*4 vehicles and experience in off-road driving.
- Hands-on experience in electrics, especially solar panel systems. Welding skills are highly beneficial.
- Understanding of satellite internet system, local servers, router setup is highly beneficial.
- Excellent organisational & logistic skills
- General understanding of admin tasks and reporting.
- Good understanding of HR procedures and experience in managing disciplinary actions.
- Experience with First Aid procedures, planning of related training and snake handling are a plus.
- Experience in living in remote locations with very limited services and transport opportunities.
- Experience in working with international colleagues and foreign collaborators.

### Your Application

Please send your application including a letter of motivation with your salary expectations and 2 references and a CV in PDF format to Phana Kegakilwe, [p.kegakilwe@leopardecology.com](mailto:p.kegakilwe@leopardecology.com), before 31st March 2024.