



In  
partnership  
with



## African Crane Conservation Programme Officer Vacancy

**Purpose of the Position:** The International Crane Foundation (ICF) / Endangered Wildlife Trust (EWT) Partnership's African Crane Conservation Programme is looking to fill a Programme Officer position. This dynamic partnership works across sub-Saharan Africa to maintain stable wild populations of the four threatened crane species: Wattled, Blue, Grey Crowned, and Black Crowned Cranes. We achieve this through conservation actions that effectively reduce threats to the species and their habitats, and through working closely with local communities and key local, national and global stakeholders. We empower individuals, community groups and organisations to manage catchments for the benefit of both people and cranes, ensuring that conservation is mainstreamed into local decision-making and practices for sustainable species and habitat conservation impacts. The ICF/EWT Partnership currently has three regional hubs across Africa, located in South Africa, Zambia and Uganda, and will be expanding into West / Central Africa in the near future. This exciting new position will assist the ICF/EWT Partnership Manager to fulfil the conservation projects, governance aspects of and financial sustainability of the African Crane Conservation Programme across sub-Saharan Africa. They will also have the opportunity to develop, provide oversight on and implement (where relevant) conservation projects as relevant to their skills and expertise. This position will be based at the [EWT Headquarters in Johannesburg.](#)

### Qualifications, experience and competencies required:

*The minimum requirements for this position will include:*

- Master's Degree in Biology, Natural Science or a related field.
- Analytical, problem solving, and decision-making skills, including the ability to identify problems, research and analyze issues from different perspectives, organize information, reach sound conclusions, and work cooperatively with others to develop and implement effective solutions.
- Excellent written communication skills, including the ability to edit documents and write correspondence and reports in a clear, concise, logical, and grammatically correct manner.
- Ability to network and partner well across cultures and across all sectors, from local communities through to national government to corporates.
- Attentive to detail and thoroughness, with good judgement skills.
- Five or more years' experience in the conservation sector, with experience working on conservation projects in other countries in Africa.
- Verbal communication skills, including speaking clearly and persuasively to individuals and groups; listening effectively; and responding effectively to questions from conservation colleagues, visitors, the media, and the general public.
- Demonstrated successful project management experience and proven track record of successful project accomplishments.
- Experience establishing, planning, monitoring and implementing department budgets.
- Experience and comfort using word processing and spreadsheet software (MS Office) and internet search engines.
- Valid driver's license and acceptable driving record.
- Confidence in and ability to travel 15-30% of the time, within Africa and occasionally to other parts of the world.
- Flexibility to work the number and schedule of hours needed to accomplish regular and ad hoc job responsibilities.

### PREFERRED QUALIFICATIONS:

- Ability to understand, analyze, and use biological information as a basis for planning and implementing conservation actions.
- Ability to understand technical information from a variety of natural science disciplines sufficiently to recognize implications for ACCP's research and conservation activities and to supervise consultants providing expertise to ACCP projects.
- Ability to speak and write in French.
- Management experience in a non-profit organization

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide strategic input into and assist the ICF/EWT Partnership Manager and Regional Managers with the development and growth of the ACCP across sub-Saharan Africa.
- Provide strategic input into and assist with the compilation, development and review of funding proposals, funder reports, documents, newsletters and project outputs, in collaboration with the relevant ICF/EWT Partnership staff.
- Assist with the financial sustainability of the ACCP: budget development, monitoring and management; develop and implementation of a fundraising strategy; income generation through fund raising efforts; and ensure that donor relations are optimized through timeous reporting and effective relationship development and maintenance.
- Oversee the effective and efficient administration across the ACCP, which includes financial management, general correspondence and travel logistics.
- With the ICF/EWT Partnership Manager and relevant Regional Manager, oversee the development and management of all contracts and consultancies within the ACCP, and ensure that all partnerships are working effectively.

## **OTHER DUTIES**

- Oversee the development, logistical support and effective implementation of conservation projects and activities that cut across regions (as relevant).
- Compile the ACCP annual reports and provide assistance with the development and revision of annual work plans, project management plans, and individual action plans across the ACCP.
- Provide input into ACCP communications, campaigns and professional communications.
- Represent ACCP, ICF and EWT at meetings internally and externally as required.

## **PHYSICAL ABILITIES AND WORK ENVIRONMENT:**

The physical abilities and work environment listed below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Abilities:**

- Ability to walk and/or remain standing for long periods of time.
- Ability to lift or move up to 15 kg; occasionally reaching, stopping or kneeling.
- Vision abilities including close, distance and peripheral vision.
- Ability to use hands and fingers to type.
- Ability to talk and hear.

### **Work Environment:**

- Office environment with a comfortable office climate and limited noise.
- Frequently (or regularly) exposed to outdoor weather conditions.
- The noise level in the work environment is usually moderate.

### **Interpersonal skills:**

- Disciplined, innovative and energetic;
- Excellent communication and networking skills and fluency in English, the ability to converse in an additional relevant language would be advantages;
- The ability to work both independently and as part of team; and
- Self-motivated, disciplined and energetic with strong people skills and an approachable manner.

The EWT and ICF is an equal opportunity employer. Applicants are requested to submit a CV, and a detailed motivation as to how and why they would be the best possible candidate for the post. Applicants who have not been contacted within 10 days of the closing date must please assume that their applications were not successful. The EWT/ICF reserves the right not to make an appointment. All applications will be treated in the strictest confidence. Closing date 27 May 2018. To apply please e-mail your CV and a detailed motivation letter of why you are the best candidate for this position to Kerry Morrison on [kerryrm@ewt.org.za](mailto:kerryrm@ewt.org.za) or mail to Private Bag X11, Modderfontein, 1645, South Africa or fax to +27 (0)86 636 5823.