



WCS

Job Description

Grants and Reporting Officer – Nouabalé-Ndoki National Park

Republic of the Congo

- Position:** Grants and Reporting Officer
- Location :** Bomassa (Headquarters of Nouabalé-Ndoki National Park) Republic of Congo
- Reports to :** Nouabalé-Ndoki National Park Director
- Start Date:** September 2021
- Position type:** 1-year fixed-term contract, renewable

Organizational Context

The Wildlife Conservation Society (WCS) is a US non-profit organization founded in 1895. Its mission is to preserve wildlife and wilderness by understanding critical problems, developing scientific solutions and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, a presence in more than 60 countries, and experience in the creation of more than 150 protected areas around the world, WCS has accumulated the biological knowledge, cultural understanding and partnerships needed to ensure that wild places and animal species thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of rural people whose livelihoods depend on the direct use of natural resources.

WCS Congo Program Overview

Over the past 30 years, WCS Congo has been the government's principle conservation partner, assisting the Ministry of Forest Economy (MEF) in managing wildlife and its habitat in several of the country's national parks, reserves, and protected area buffer zones. Within these sites WCS is developing and implementing actions for effective wildlife protection; community based natural resource management; ecological monitoring; scientific research; and environmental education. The program is the largest in WCS's global portfolio and reports to the Regional Program for Central Africa and Gulf of Guinea. WCS Congo's current portfolio of programs includes the management of the Nouabalé-Ndoki National Park (NNNP) through a Public-Private Partnership with the Government of Congo, wildlife management in the substantial buffer zones of the Park, co-management of Lac Tele Community Reserve, a national program to support reform of marine conservation and resource management, and a substantial policy support program to the central government in Brazzaville.

The Nouabalé-Ndoki National Park (NNNP) covers more than 4,000 square kilometers of intact contiguous lowland rainforest in northern Republic of Congo. The forest is part of the larger Sangha Tri-National Forest Landscape inscribed as a UNESCO World Heritage Site. The region is a stronghold for important populations of large mammals, including forest elephants, western lowland gorillas, and chimpanzees. The park also

contains forest clearings that offer a window into the lives of shy forest wildlife, creating fantastic opportunities for tourism development and conservation science.

Created in 1993, the NNNP and its buffer zone have benefited from more than 25 years of collaborative management between the Congolese Government and WCS to emerge as one of the most successful protected areas for the conservation of wildlife in Central Africa. In October 2014, WCS signed a Public Private Partnership (PPP) with the Ministry for Forest Economy (MEF), for the long-term management and financing of NNNP, creating the Nouabale-Ndoki Foundation as the Park management entity under a 25-year agreement.

Position Summary

We are looking for a rigorous and dynamic Grants and Reporting Officer who will be responsible for the administration and management of various grants relating to conservation work carried out in and around Nouabalé-Ndoki National Park, including high-quality and timely reporting, new concept development, and M&E support. S/He will mainly work closely with various field teams in northern Congo and the WCS Congo head office to ensure a consistently effective workflow is maintained concerning grants and reporting.

The successful candidate will be highly organized, with experience in M&E, excellent report writing and communication skills, and a strong interest in conservation. This is a full-time position.

Main tasks

The Grants and Reporting Officer will have the following responsibilities, in close collaboration with the WCS Congo program management team:

- Work with the Park Director and WCS Congo Program Coordinator to ensure harmonization and efficient coordination across the diverse grant portfolio of the park.
- Responsible for technical reporting, including compiling, gathering and editing of technical sections for a number of grants covering the NNNP, and upon request, for the Lac Télé Community Reserve.
- In collaboration with field teams and WCS Congo's communications office, development of communication products (for communities, local authorities, etc) as required.
- Provide inputs on development of funding proposals focused on Nouabalé-Ndoki National Park
- Ensure the Park office has appropriate filing processes in place to identify and archive relevant project documentation, donor communications, and evidence of program implementation (MoV). Support routine audit activities as required.
- Work with the field teams to improve, develop, manage and implement the various project's M&E systems including relevant performance indicators, baseline data, annual targets and ensure compliance with the various donors.
- Identify and document lessons learnt, and collect information for case studies.
- Undertake any other relevant duties as may be needed

Qualifications and experience required

- At least a Bachelor's Degree, a Master's Degree in Development, Conservation Science or any related topic would be preferred;
- Experience working with nonprofit organizations, with a strong knowledge of procedures and donors requirements;
- Proven computer proficiency, particularly in word processing;
- Fluency in English is required, with excellent writing skills– French language skills highly preferred, but this post will primarily be dealing with English-language donors;
- Excellent report writing and oral communication skills

- Interpersonal skills and the ability to interact with a wide variety of individuals;
- Proven ability to live and work in remote field locations, with experience of working in Africa highly preferred

Interested candidates who meet the above criteria are invited to submit their application (CV and cover letter with the contacts of three references) to AfricaApplications@wcs.org

Please indicate "**Grant and Reporting Officer**" in the subject line of your email. Only short-listed candidates will be contacted for interviews.

Deadline for applications: August 31, 2021

WCS is an equal opportunity employer that strives to recruit and support a diverse workforce. We are committed to cultivating an inclusive work environment and are looking for future team members who share this same value.

EOE/AA/M/F/Vets/Disabled - END