



*Conserving Nigeria's primates through sustainable rainforest conservation, community partnerships, education, primate rehabilitation and research*

## **CERCOPAN DIRECTOR**

### **Position Profile**

Cross River State (CRS) rainforests are amongst the oldest and most biodiverse in Africa. A conservation and primate rehabilitation NGO based in CRS, CERCOPAN's ([www.cercopan.org](http://www.cercopan.org)) mission is to conserve Nigeria's rainforests, and in particular its primate inhabitants, through community partnerships, education and research, and has an annual turnover of approximately £140,000 (\$200,000USD). CERCOPAN is recruiting a new Director. The position is primarily city based at our administrative headquarters, which is also the location of our main rehabilitation and rescue work (Calabar, CRS, Nigeria) where we care for over 100 primates. It includes regular travel to our rainforest research and education centre (Rhoko) as well as occasional travel to the major cities. It is expected that a primary responsibility of the new Director will include moving our administrative headquarters and main rehabilitation centre to a new site. This will be a major project in partnership with the local university and an exciting development which will ensure the project's long term future. The Director reports to the Board of Trustees (UK) and is responsible for the overall operational and strategic management of the organization, which includes programmes in primate rehabilitation and reintroduction, research, environmental education, community forest conservation and ecotourism. Fundraising (via grant making institutions and public support) is also a key component of the work. A review of the website will provide much additional background information regarding the location and organisation. A comprehensive list of key responsibilities and person spec is available at [www.cercopan.org](http://www.cercopan.org).

**Qualifications/Experience:** first degree with related field/work experience, OR second degree in conservation, zoology, ecology, or related field; minimum 2 years experience in conservation, at least 1 years experience working in developing world (for full details please see [www.cercopan.org](http://www.cercopan.org)). Successful applicant will be, above all, dedicated to the success of CERCOPAN and passionate about wildlife conservation and welfare.

**Terms:** Permanent, (2 year renewable contract)

**Start Date:** October 1, 2011

**Salary:** dependent on experience; reasonable basic salary plus housing/travel benefits.

**Apply: send full CV, references and covering letter to: [claire.coulson@cercopan.org](mailto:claire.coulson@cercopan.org)**

**Closing date: August 9th, 2011**



### PROJECT MANAGEMENT

- Ensure that areas of CERCOPAN's programmes progress according to strategic planning and develop according to the objectives and goals of the organisation, working closely with the Rhoko Conservation Manager. These programmes include:
  1. Primate Rehabilitation and Captive Breeding,
  2. Community Forest Conservation
  3. Environmental Education
  4. Research
- Develop annual work plan and 6-monthly financial and activity reports for Board of Trustees
- Prepare reports as required by various donors according to their requirements
- Responsible for supervision and management of specific projects, including staff recruitment as necessary.
- Responsible for evaluating and monitoring all CERCOPAN projects

### PERSONNEL MANAGEMENT

- Line management of Senior staff and Managers under his/her supervision, including annual evaluations, which include discussion of staff development needs
- Recruitment of Senior and Junior staff as required
- Continue development of in-house staff training for CERCOPAN staff

### VOLUNTEER MANAGEMENT

- Identification, facilitation and orientation of short term paying volunteers (1-3 months)
- Facilitation, orientation and management of medium term (6 months) volunteers
- Advertise, interview, recruit and manage long term volunteers, ensure appropriate orientation, health and safety and issue contracts

### FUNDRAISING AND PUBLIC RELATIONS

- Raising funds required for essential operating costs, in addition to funds for specific projects, both in Nigeria and internationally, with assistance from BOT.
- Review and/or write proposals and subsequent reports
- Liaise with relevant international and local donor and partner organizations
- Editing/writing blog, twitter, facebook cause page, monthly newsletter, community newsletter and annual report.
- Expand awareness of CERCOPAN through appropriate media including press, popular magazines, radio and television.

### ADMINISTRATION

- Responsible for ensuring that general administration of the project runs smoothly, implementing improvements and designing new systems where necessary.
- Responsible for maintaining appropriate financial control systems overall, including monitoring of expenditures against budget and with respect to available financial resources and ensuring that financial and other reports are completed on time
- Responsible for producing Annual Report, including financial
- Responsible for ensuring that the Operations Manual is updated accordingly as required.
- Making recommendations to Board of Trustees on major spending, including staff expansion, volunteer expansion, major capital expenditures

### OTHER

- Represent CERCOPAN at appropriate fora, and maintain cordial relations with colleagues within and outside the organisation, and government bodies of CRS and Nigeria.
- Assist with any and all sectors as required ensuring smooth and efficient operation, and in general, operating as a strong team player in the CERCOPAN organisation.
- Appoint an appropriate deputy in event of their absence, and ensure that person is briefed accordingly
- Contribute to strategic planning decisions



**DIRECTOR SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	First degree in conservation, zoology, ecology, plus reasonable field/work experience, or related field OR second degree.	<ul style="list-style-type: none"> <li>• PhD or professional degree in conservation/animal health related subject</li> <li>• Professional management qualification</li> </ul>
<b>EXPERTISE</b>	Expertise in at least TWO of the following areas including veterinary medicine/nursing, conservation research, wildlife rehabilitation, environmental education and community development, project management (including financial)	Professional qualifications in two of these areas  Veterinary/animal health experience, nursing or medicine
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some work experience in developing world</li> <li>• 2 years experience in the field of conservation</li> <li>• Proven history of managing organizations or large national projects/programmes, including financial management</li> <li>• Implementation and reporting on medium scale grants using logical frameworks and monitoring and evaluation</li> <li>• Proven fundraising experience</li> <li>• Volunteer programme experience</li> <li>• Able to represent an organization at both local and national level</li> <li>• Proven record of building partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years experience in West Africa</li> <li>• At least 3 years working in NGO sector</li> <li>• Proven history of managing a conservation NGO or major project in Africa</li> <li>• Tourism Development</li> <li>• Familiar with Quickbooks or similar financial management programme</li> <li>• Management of grants from large donor organizations;</li> <li>• Representing an organization internationally</li> <li>• Experience of building partnerships at institutional and Government level</li> <li>• Wildlife captive care/animal husbandry</li> </ul>
<b>OTHER SKILLS/QUAL.</b>	<ul style="list-style-type: none"> <li>• Excellent administration skills</li> <li>• Excellent computer skills</li> <li>• Strong communication skills (written and verbal)</li> <li>• Excellent report writing skills</li> <li>• Full clean drivers license</li> </ul>	<ul style="list-style-type: none"> <li>• 4-wheel drive certificate or equivalent off road experience</li> <li>• First Aid at work certificate</li> </ul>
<b>CANDIDATE PROFILE</b>	<ul style="list-style-type: none"> <li>• Passion for conservation and wildlife</li> <li>• Culturally sensitive</li> <li>• Good organizational skills</li> <li>• Strong leaderships and team building skills</li> <li>• Good public speaking skills and media presentation liaison skills</li> <li>• Flexibility and ability to adapt to extreme situations</li> <li>• Resilient, physically fit and in good health</li> <li>• Hardworking and self motivated</li> <li>• Confident</li> <li>• Fair and consistent</li> <li>• Lateral thinker and problem solver</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good understanding of African/global conservation issues</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of African primates and their specific conservation issues</li> <li>• Understanding of captive husbandry/rescue and rehabilitation</li> </ul>



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