



**HUMANE SOCIETY
INTERNATIONAL**

Consultancy

TITLE:	Director of Operations, Chimpanzee Project	START DATE:	December 1, 2017 or sooner if available
STATUS:	Consultant	LOCATION:	Charlesville, Liberia
DATE:	September 2017		

GENERAL PURPOSE OF THE POSITION:

Humane Society International currently provides direct care to more than 60 chimpanzees formerly used for biomedical research and now residing on estuary islands in Liberia. The Director of Operations of the chimpanzee project will oversee daily care of the chimpanzee residents as well as the development of sanctuary facilities that meet accreditation standards. Duties will include ensuring proper care of the chimpanzees; supervision and professional development of personnel; building relationships with various stakeholders; and overseeing construction of sanctuary facilities. The Director of Operations must be a team player and will report to HSI headquarters in the United States and will also work closely with HSI's Country Director, who is located in Liberia and working on additional animal welfare issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the health and welfare of the chimpanzees, including carrying out a preventative medicine program, through close work with the caregiver and management staff.
2. Oversee facility management; maintenance of assets; procurement of supplies and materials; and maintenance of necessary licenses and permits.
3. Assure that operations are conducted in accordance with HSI's operational and financial policies and procedures, Liberian law as well as relevant agreements between HSI and the Government of Liberia.
4. Communicate and work in a coordinated manner with HSI with respect to annual budget creation and oversight, disbursements and related controls and accounting for all expenditures (including monthly itemized expense reports to HSI) related to sanctuary operations.
5. Supervision and professional development of the staff to ensure effective performance, a positive workplace culture, and high welfare standards for the chimpanzees.
6. Create or update policies, procedures and documents as needed, to include assessment of chimpanzee welfare, boat and vehicle safety/maintenance, staff procedures, animal care standards and others.

7. Provide updates, photos and video to HSI to be used for public communications.
8. Host visitors (including donors and media outlets) to the sanctuary, in close coordination with HSI.
9. Liaise with chimpanzee sanctuaries in Africa and animal welfare and conservation groups in Liberia, alongside Country Director.
10. Work closely with HSI to finalize and carry out a long-term plan to provide care and housing to the chimpanzees that meets Pan African Sanctuary Alliance and Global Federation of Animal Sanctuary standards, as well as development of a new sanctuary headquarters, including:
 - a. Oversight of design and construction of facilities
 - b. Identification of sources of high quality equipment and materials within budget
 - c. Identification of contractors and other professionals needed to carry out construction plans
 - d. Ensure construction remains within budget and on time.
11. Travel to the US at least twice per year to meet with HSI staff, donors and others as identified.
12. Housing in Liberia or housing allowance will be provided.

DESIRED MINIMUM QUALIFICATIONS: *To perform this consultancy successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION AND EXPERIENCE:

1. College degree or consultancy-related equivalent experience.
2. Minimum of five years of experience working with great apes in captivity
3. Minimum of five years of experience working in a managerial role
4. Experience overseeing a capital plan/budget
5. Experience working in a developing country preferred

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience working for a large nonprofit organization.
2. Strong oral and written communication skills in English.
3. Excellent public speaking skills.
4. Willingness to travel.

Please send a cover letter, resume, and writing sample to Katie Conlee at kconlee@humansociety.org by October 15, 2017.