

# Field and Special Projects Manager

## Conservation Research Africa - Based in Malawi



Conservation Research Africa (CRA) is a charity in England and Wales that conducts and supports applied research to inform conservation and wildlife management in Africa. Based in Malawi, CRAs has three flagship projects:

**African Bat Conservation (ABC), Carnivore Research Malawi (CRM) and The Urban Wildlife Project (UWP).** Find out more about our work here: [www.conservationresearchafrica.org](http://www.conservationresearchafrica.org) [www.africanbatconservation.org](http://www.africanbatconservation.org) [www.carnivoreresearchmalawi.org](http://www.carnivoreresearchmalawi.org)

We are currently recruiting for a Field and Special Projects Manager to assist us in managing our field sites and delivering our special projects across our sites. The position is primarily based at our field camps in Vwaza Marsh and Nyika National Parks, with some periods spent at the Lilongwe Research Centre.



Responsible for management of CRA special projects and field sites including:

- Delivery and coordination of special projects including University Field Courses, Operation Wallacea groups and expeditions for Biosphere Expeditions under supervision of the Programmes Manager
- Responsible for organisation and management of field camps
- Responsible for training and supervision of field staff and volunteers
- Assisting in writing reports for expeditions
- Contributing to staff training, induction and mentoring
- Management and maintenance of field camp logistics, repairs, health and safety protocols including:
  - a. Overseeing contracting and implementation of field construction projects, assuring procurement
  - b. Ensuring regular maintenance and repair of project vehicles (Toyota Land cruisers),
  - c. Ensuring field equipment and food resupply
  - d. Coordination and implementation of camp maintenance including - fire breaks, tent maintenance, drainage ditches, termite management, etc
  - e. Ensuring the medical trunk is up to date and resupplied at all times
  - f. Maintaining medical records of all staff and volunteers



- Ensuring and facilitating delivery of project milestones in collaboration with project teams
- Ensuring resource availability and allocation (equipment, vehicles etc)
- Responsible for liaison with DNPW on operational aspects of the CRA projects (ABC/CRM): responsible for ensuring good working relationships between CRA and DNPW including weekly updates to DNPW and the CRA Director
- Payment of DNPW rangers for both ABC/CRM research schedules and keeping budget records of ranger payments
- Ensuring and managing project and field equipment, logistics, vehicles, health and safety and staff protocols
- Maintaining budget and equipment records
- Ensuring all projects are managed and teams are engaged, coordinated and supported in delivering outputs
- Managing volunteer programmes and schedules

## **Requirements**

### **Essential:**

- Extensive bush experience in Africa (particularly in areas with dangerous animals)
- Previous experience of successful project management preferably in small teams for a charity
- Ability to take own initiative and be self-motivated
- Excellent team-work skills and a mature responsible attitude
- Highly organised
- Experience of team / people management
- Excellent written and oral communication skills, with the ability to deal with teams experiencing complex issues, including logistical and financial in a positive way
- Experience of working with the NGO sector
- Clean driving license and
- Experienced in 4x4 off road driving manual
- Passion for conservation and wildlife
- Computer literacy: MS Office, including Access
- Positive mental attitude, resilient, ability to muck in and get on with it
- Hard work ethic, flexible and conscientious approach
- Be willing to be based in the field for a small part of the post (remote location in Vwaza Marsh Wildlife Reserve, and Nyika National Park)

### **Desirable**

- Wilderness First Aid Trained
- Off road driving qualified
- FGASA trained
- Trained in PRINCE2
- Background/experience in project management in conservation, wildlife or related field
- Experience of managing volunteers and volunteer based projects
- Experience living and working in developing countries, preferably in Africa
- A good understanding of current concepts in African conservation as well as issues in environmental science, policy and management
- Proven track record of developing effective partnerships with private sector organisations

## **Contract conditions**

**Timing:** This is a 1 yr position commencing ASAP with a possibility of extension.

**Location:** You will be based mainly in the field sites of Vwaza Marsh, Nyika NP, with periods spent in our research centre in Lilongwe. The research camps in Vwaza and Nyika NPs are fairly basic, consisting of canvas safari tents containing beds with access to flushing toilets and showers. You may be sharing your tent with other staff. There is limited internet signal in camp and solar power in Vwaza and generator power for 4 hours per day in Nyika. In Lilongwe the staff house and research office are located 5 minutes from the city.

Find out more about our camp locations here: [www.africanbatconservation.org](http://www.africanbatconservation.org)



**Costs:** CRA will cover accommodation and all work related travel including airport transfers. CRA will also provide a stipend base salary to cover your expenses when in role. You will be required to cover your own flights, visas, insurance, vaccinations and personal equipment (a laptop is a necessity).

## **Application process**

To apply please send a completed application form and covering letter (outlining why you think you would be suitable for the post) from [www.conservationresearchafrica.org/opportunities](http://www.conservationresearchafrica.org/opportunities) and a CV to Dr Emma Stone on [emma4.stone@uwe.ac.uk](mailto:emma4.stone@uwe.ac.uk).