



Director of the Chimpanzee Conservation Center Republic of Guinea

Position: CCC Director

The CCC Director is responsible for the activities of the Chimpanzee Conservation Center (CCC) and its teams. Thus he/she must ensure the proper coordination of the activities of the sanctuary, environmental awareness activities, protection of the Upper Niger National Park, and community projects by working closely with all the teams concerned and their respective managers. He/she is responsible for the sound financial management of the CCC, the lobby, relations with the authorities, institutions, donors, stakeholders and supports in Guinea.

He/She will work with the Board and develop action plans, funding and logical frameworks to manage and find funding for the CCC activities validated by the Board. He/She will work with partner organizations to seek funding and write reports to international donors.

Roles of the CCC Director:

- ✓ Ensure that the managers of each division correctly coordinate the activities of the CCC
- ✓ Be a leader and driving force in the sustainable development of the CCC
- ✓ Maintain and develop relationships with local, regional and national authorities, as well as with CCC partners
- ✓ Administrative and financial management of the CCC in real time
- ✓ Follow-up of the planning / Logistic management of major works and crucial equipment (vehicles, motorcycles, construction equipment, etc.) with the team in charge in the field
- ✓ Compliance of local and expatriate contracts and legal and institutional monitoring of the CCC
- ✓ Development of projects and participation in fundraising
- ✓ Drafting of narrative and financial reports with support organizations
- ✓ Management of the teams under his/her responsibility and assessments of the responsible persons bi-annually
- ✓ Ensure a transparent and regular link between the Board and the teams under his/her responsibility

Experience/skills:

- ✓ Significant experience and/or diploma in management, project management, conservation or management of protected areas
- ✓ At least 5 years of experience in team management in a protection/conservation project. In Africa would be a plus.
- ✓ Demonstrated experience in administrative and financial management, including the production of financial and narrative reports
- ✓ Excellent planning and communication skills
- ✓ Excellent ability to anticipate
- ✓ Ability to build and maintain relationships with external partners
- ✓ Ability to formalize information for fundraising and reporting
- ✓ Team spirit and ability to motivate and support teams
- ✓ Positive energy, ability to solve problems and willingness to transmit
- ✓ Master of basic computer tools (Word, Excel)
- ✓ Knowledge of accounting software a plus
- ✓ Speak and write French fluently; good command of written and spoken English

Additional skills: Knowledge of African culture and the way Guinean institutions work a plus.

Terms:

The position is to be filled as soon as possible for one year renewable, with a trial period of three months. The contract is signed with the association Project Primates Guinea, which legally manages the CCC.

The stipend is \$1,000 per month during the 3 months of trial and \$1,200 dollars thereafter, scalable according to the quality of the work accomplished and the financing raised. The director will benefit from 8 weeks of vacation per year and a return plane ticket from Guinea to his/her country of origin. During his/her stay at the CCC, the director may benefit from one day off per week. Repatriation insurance will be reimbursed after the trial period up to a maximum of \$500. The first ticket will be refunded at the end of the trial if it is conclusive.

Living expenses in Guinea (transport, accommodation), within the framework of the missions, are covered according to a scale established in advance according to living costs. He / she will be based in Faranah where the CCC has an office for the first 6 months in order to discover all the activities but will then be required to travel regularly in Conakry according to service needs.