### Project Manager

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| **Job grade** | **TBC** | **Reports to** | **Country Manager** |
| **Directorate** | Conservation and Policy | **Function** |  |
| **Contract** | **3 years** | **Location** | **Kenya** |

**Responsibility for resources**

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| **Direct line reports** |  | **Responsibility for other resources** | **Project materials.** |
| **Financial resources** | **Responsible for donor budget relating to project** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The Project Manager will be responsible for the effective management and coordination of the MENTOR-HAWLT program, which aims to combat the illegal trade in reptiles and amphibians in Kenya and East Africa. This position will oversee the implementation of all program activities, manage relationships with stakeholders, and ensure compliance with donor and organizational standards.

**Key responsibilities**

* Meet regularly with USFWS (bi-weekly or semi-regularly as needed) on MENTOR co-design, including criteria for selection of focus areas, Fellows, Mentors, Trainers, and curriculum development
* Lead capacity development efforts for the MENTOR Fellows
* Work with the Mentors to facilitate capacity development for the Fellows and develop a supportive culture for continuous learning and mentoring
* Draft position opportunity for Fellows and Mentors and assist with advertising the MENTOR program within the East Africa conservation community
* Coordinate Fellow and Mentor selection processes
* Lead development of the goals, learning objectives and desired competencies, methods, specific products, KSAPs (Knowledge, Skills, Attitudes, and Practices), placement, and timeline for the Fellowship program based on consultation with relevant experts and USFWS
* Co-develop the MENTOR training curriculum (virtual and in-person) together with USFWS
* Co-design monitoring and evaluation (M&E) activities for MENTOR
* Compile essential background materials, resources, and emerging technologies for use by the Fellows
* Set up communication mechanisms as learning and coordination tools for the Fellows, such as WhatsApp groups, Slack channels, and websites
* Work with Mentors and academic institutions to design an orientation program and hands-on training
* Help address administrative and technical concerns of Fellows
* Organize meetings of Fellows and on-the-ground activities as part of MENTOR program activities
* Help USFWS plan the MENTOR Forum
* Provide regular reports to USFWS and other partners
* Communicate ongoing results of the MENTOR program to conservation partners
* Guide development of interim and final reports and products
* Develop mechanism to facilitate continued collaboration among MENTOR Team

This job description covers the main tasks and conveys the spirit of the tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

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| Experience | |
| Essential | * Bachelor’s degree in wildlife conservation, natural resource management, environmental science, conservation social science or a related field. * At least 5 years of experience in project management within the conservation sector, preferably with a focus on capacity building and training programs. * Proven ability to work effectively in partnerships with government agencies, NGOs, and private sector stakeholders in Kenya. * Strong coordination and communication skills, with demonstrated experience in public speaking including proficiency in delivering presentations and facilitating workshops. * Experience in building and supporting stakeholder engagement, ideally with a focus on local communities, behaviour change, or law enforcement. * Demonstrated ability to design, convene, and facilitate meetings, trainings, and workshops from conception through delivery. * Knowledge of Kenya's laws and strategies relevant to environmental policies and restrictions. * *Ability to work both independently and collaboratively within a team.* * *Experience in managing multi-stakeholder projects, including coordination with various partners.* * *Strong leadership and organizational skills, capable of managing multiple tasks and* projects simultaneously. * Proficiency in financial management, including budget preparation and monitoring. * Advanced skills in using MS Office packages, specifically Excel and PowerPoint. * Fluent in both spoken and written Swahili and English. * Willingness to travel and work outside of normal office hours as necessary. * Highly dedicated to training a new generation of conservationists and guiding their career development. * Ability to provide field training, formal instruction, informal learning, team interaction, and one-on-one guidance. * Ability to manage competing priorities and delegating effectively. * Ability to work remotely and coordinate regular reporting and meetings with both ZSL and project partners. |
| Desirable | * Experience working on projects related to illegal wildlife trade or species conservation. * Familiarity with the Conservation Standards framework and its application in project design and management. * Experience working in East Africa or other regions with similar conservation challenges. |
| Additional requirements | |
| Essential | * This post will require extensive time outside, with direct exposure to the weather and animals. * This post is a blended role for office and field work * This post requires occasional work during evenings and/or and weekends but limited to a 40hour week * A full driving license is required for this role. * This position will be office based but considerable travel will be required. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures |