1. **Context**

Peace Parks Foundation (PPF) is a non-profit company established to develop Transfrontier Conservation Areas (TFCAs) in southern Africa. PPF targets conservation at scale in these TFCAs through conservation, community development and commercialization activities.

The Kavango Zambezi (KAZA) Transfrontier Conservation Area (TFCA) is situated at the convergence of the Kavango and Zambezi river basins, where the borders of Angola, Botswana, Namibia, Zambia, and Zimbabwe meet. PPF's conservation efforts within KAZA primarily focus on the Western and Southern Provinces of Zambia. Through close collaboration with the government, traditional authorities, local communities, and other partners, PPF has successfully cultivated a robust portfolio of initiatives in this region. Some of the key initiatives include:

- The establishment and development of the Simalaha Community Conservancy (SCC), a critical conservation and community-focused initiative in the heart of KAZA.
- The integrated co-management of the Sioma Ngwezi landscape in partnership with the Zambian Government and WWF (World Wide Fund for Nature). This collaboration aims to ensure the sustainable management and preservation of the landscape's natural resources and biodiversity.

Additionally, PPF is currently preparing on its own or with other partners to implement new programs within the same area (Sekute Development Trust, Mize Conservancy).

To carry out our conservation and development activities effectively, two primary modalities of intervention are prevalent within this portfolio:

1. Direct implementation by PPF: Some programs and initiatives are directly executed by our organization.
2. Integrated co-management agreements involving the establishment of Special Purpose Vehicles (SPVs): Under these agreements, we work in collaboration with local stakeholders to create SPVs. We provide support in terms of capacity building and facilitating efficient processes for the SPVs. Furthermore, we engage in fundraising efforts to secure the necessary resources for the SPVs. Once operational, the SPVs independently implement conservation activities, and we provide oversight to ensure the successful execution of these programs and the proper use of funds.

To ensure seamless coordination and support, PPF has decided to establish a regional support team in Western Zambia comprising four members. Based in Sesheke, strategically located at the heart of the landscape, the team acts as a vital link between PPF Headquarters and the various programs on the ground. Their primary responsibility is to provide day-to-day support, guidance, and coordination, ensuring the smooth execution of projects throughout the region. Through the establishment of this team, PPF aims to strengthen its presence and enhance the impact of its conservation and community development efforts in the area.

A crucial position within this team is the Project Manager (PM), covered by this job description.

2. **PURPOSE OF THE JOB**

The PM has a key role in:

- Management of PPF regional support team based in Sesheke.
- Direct management of operations implemented by PPF in the landscape.
- Technical and project management backing to the SPV supported by PPF in the landscape.
• Representation of PPF in Zambia and with KAZA, in support of PPF Regional Manager and PPF Senior Program Manager.

The PM reports to the Senior Program Manager North based in Mozambique.

3. KEY PERFORMANCE AREAS (KPA’S)

3.1. Team and office management

The PM will be tasked with overseeing PPF regional office in Sesheke, as well as its satellite office in Livingstone, to effectively manage PPF operations in the landscape. The primary objective of these offices will be to provide essential support in HR, administration, technical, and financial management to various projects and SPVs.

The PM will:
• Ensure efficient performance management of all personnel within the regional office, which encompasses the Financial Manager, the HR/Administration Officer, and the Project Coordinator
• Cultivate a culture of empathy and fostering positive employee experiences within the team.
• Furthermore, the PM will play a crucial role in supervising the work plans of all team members, ensuring they stay aligned with the overall objectives.

3.2. Direct project management

The PM’s role will encompass the following key responsibilities for projects implemented by PPF:
• Providing technical and managerial leadership to effectively oversee the implementation of various projects undertaken by PPF.
• Ensuring that the implementation of different projects aligns with the management and business plans, taking into account the available funding for each project.
• Facilitating collaborative efforts in compiling Project Design and Annual Project Implementation Plans through consultations with project staff and stakeholders.
• Spearheading the development of annual work plans and budgets for each project, covering diverse areas such as wildlife and ecological restoration, community development and awareness, tourism development, infrastructure development, research, and monitoring and evaluation.
• Offering support in documenting various Steering Committee meetings and attending these meetings as required.
• Exercising supervision over monthly, quarterly, and annual reports, ensuring their accuracy and timely submission.
• Enforcing budget control and monitoring measures:
  o Regularly monitoring budget utilization against actual expenses for all projects and promptly reporting any potential over or under-spending in respective budget lines.
  o Overseeing replenishment requests and budget reallocation requests to donors when necessary

3.3. Capacity building and technical support

The Project Manager is required to focus on training and capacity building to enhance the overall effectiveness and sustainability of the projects, contribute to the growth and success of the SPV supported by PPF, empower project staff, local communities, and SPVs.

As such, the PM role will encompass the following key responsibilities:
• Identification and Prioritization of Training and Capacity Building Needs:
  o Participate in the process of identifying and prioritizing training and capacity building requirements for project staff and local communities.
  o Ensure effective implementation of capacity building initiatives across various projects.
• Technical Support to SPVs and Teams:
  o Provide valuable technical assistance and guidance to SPVs and their respective teams.
Offer expertise and support to enhance the successful execution of SPV initiatives.

- **Identification and Prioritization of Broader Training and Capacity Building Needs:**
  - Collaborate in identifying and prioritizing broader training and capacity building needs specific to SPVs.
  - Contribute to comprehensive capacity building strategies for SPVs.

- **Facilitation of Capacity Building Support Programs:**
  - Facilitate capacity building support programs offered by PPF to different SPVs.

### 3.4. Partnership and representation

- Effective partnerships and active engagement in these events will be critical in realizing conservation at scale in the KAZA landscape.
- The PM in coordination with the Regional Manager and the Senior Program Manager will promote collaboration and ensure that PPF’s vision and objectives are effectively communicated and achieved through collective efforts.
- The Project Manager will foster partnerships with diverse stakeholders within the landscape.
- The Project Manager will be the key representative of PPF, actively participating in various meetings, workshops, and seminars.

### 3.5. Transboundary programme:

The PM will support the development of a new partnership with KAZA Secretariat and participate in the TFCA, WDA working group meetings as required.

### MAIN QUALIFICATION/EXPERIENCE:

- At least ten years of experience in the conservation sector in protected areas and CBNRM approaches;
- Demonstrated experience in the following field will be advantageous:
  - Planning and development of conservation areas;
  - Management of large Protected Area/s, including law enforcement and anti-poaching programmes, as well as large staff complements and budgets;
  - Working with rural communities in the field of governance, resource use and livelihood programmes and projects;
  - Working with communal conservancies;
  - Procurement and management of consultants and contractors;
  - Experience in management, liaison, monitoring and evaluation, compliance and reporting on large foreign donor programmes;
- A degree in natural sciences, project management or business management fields;
- Skills in negotiating, excellent interpersonal communications and project management are essential;
- Track record, ability and willingness to live and work in remote conditions are highly advantageous;
- The Project Manager is expected to be an achiever who has already made a mark in the conservation or business management arena of Southern Africa and is expected to be a dynamic and innovative manager with good organizing, public relations, project management and leadership skills.

### Remuneration:

A competitive salary package will be negotiated, based on qualifications and experience.

**Interested candidates should submit a cover letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by Friday, 15 September 2023 to: e-mail: applications@peaceparks.org**

Only SHORT-LISTED CANDIDATES will be contacted to attend an interview.