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 to implement new programs within the same area.

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 Coordinator (PC), covered by this job description.

2. **PURPOSE OF THE JOB**

The PC has a key role in:

- Project Life-Cycle Management
- Projects Design and Support
- Projects Implementation and Compliance
- Technical Report Development and Review
- Monitoring, Evaluation, Impact Assessment
- Communication Support
As the intermediary between projects, the SPV team, and PPF HQ, the PC plays a crucial role in fostering effective collaboration and coordination.

The PC will report to PPF Regional Project Manager based in Sesheke and Senior Program Manager North based in Mozambique.

2. KEY PERFORMANCE AREAS (KPA’S)

2.1. Project Life-Cycle Management

2.1.1. Implement the organisations project life-cycle management approach to thus ensure that all projects included in this portfolio comply with the same standards, quality and levels of information required for informed and affective project management.

2.1.2. Ensure that all projects are aligned to and guided by the organisation’s strategic framework.

2.1.3. In collaboration with the project teams, ensure that a theory of change, objectives, log-frames, outputs, outcomes and deliverables are documented, presented and followed for all projects.

2.2. Projects Design and Support:

2.2.1. Work with and support the projects teams when responding to funding proposals, concept notes and funding applications in collaboration with the Resource Development Department.

2.2.2. Manage internal stakeholder participation, consultation and communication for inclusive and transparent project development.

2.2.3. Monitor that projects deliver on programme objectives and requirements within contractual and change control parameters and recommend corrective actions where required.

2.2.4. Serve as the point of contact with the Project Systems and Compliance Office in relation to project risk assessments, project performance audits and compliance with organisational policies and procedures.

2.2.5. Keep track of priority unfunded needs for the project portfolio. In collaboration with Resource Development develop fundraising strategies to address unfunded needs.

2.3. Projects Implementation and Compliance:

2.3.1. Support the start-up of new projects by ensuring the necessary knowledge transfers to project teams and assist in project start-up activities until appointment and self-sufficiency of a project management team.

2.3.2. Ensure that project inception meetings and stakeholder meetings are performed prior to commencement of project activities.

2.3.3. Develop in depth knowledge of all project funding agreements and contracts thus ensuring that there is sufficient understanding and management of contractual obligations by the project teams.

2.3.4. Perform a liaison role between project teams, SPV management structures and PPF support department (e.g. PSCO, Finance, Planning, Resource Development).

2.3.5. Enhance project implementation tools and methodologies in order to increase the effectiveness and efficacy of projects implemented by the organisation.

2.3.6. Provide project management training to project teams and support change management to enable appropriate uptake and ownership of systems, standards and methodologies adopted by the organisation.

2.4. Technical Report Development and Review:

2.4.1. Facilitate (technical) project progress reporting, annual reporting and close-out reporting in support of the project implementation team and in collaboration with Finance and Resource Development.
2.5. Monitoring, Evaluation, Impact Assessment

2.5.1. Support the organisation’s MEL system and Impact Management requirements by aligning all projects with the organisation’s strategy through measurable targets.

2.5.2. Coordinate the monthly collection, collation, verification and submission of M&E data with project teams.

2.5.3. Assist with the generation and review of periodic M&E reports for both internal and external reporting purposes.

2.5.4. Identify and flag all project risks that require corrective actions and engage the Senior Programme Manager and Regional Project Manager in this regard.

2.5.5. Extract, distill and present project M&E, impact and performance results as required for various donor reports in collaboration with Resource Development and facilitate the provision of narrative content to support the M&E information.

3. Requirement

- Qualification of at least a bachelor’s degree or equivalent project management, or a related discipline.
- At least three years of experience in project management.
- Spoken and Written proficiency in English.
- Good communicator and ability to build/work with a diverse multi-disciplinary team and, crucially, to embrace and embody the culture and values of PPF at all times.
- Adaptability to changing circumstances, as projects, programs and teams evolve.
- Strong organizational, time management and problem-solving skills.
- Eagerness to Learn and grow in the organization.
- Track record, ability, and willingness to live and work in remote conditions is highly advantageous.
- Experience in working in a non-governmental environment and in the management of donor funding and procurement regulations will be highly advantageous.

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

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

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