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 supporting national park and community conservancies.

The Sustainable Wildlife Management ("SWM") Programme is funded by the European Union 11th Development Fund for the Africa, Pacific and Caribbean region. The SWM Programme is implemented by a consortium of organisations (FAO, CIRAD, CIFOR and WCS) in the Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA). It supports the development and management of community conservancy in Zambia and Zimbabwe, including the promotion of consumptive and non-consumptive wildlife based economic activities, benefiting the communities.

In Southern Zambia, SWM supports the development of the Mize Community Conservancy (MCC). The MCC was created by the Nyawa chiefdom to assist with connectivity of protected areas within the KAZA landscape. The Conservancy is governed by a Board of Trustees with a vision to develop a wildlife economy that will benefit communities living within the region. Although the area will contribute to the conservation of the area, it must also hold socio-economic opportunities and benefits for the local population including eco-tourism, sustainable agriculture and forestry and the use of natural resources. The Mize Community Conservancy Trust has been created as a legal structure to oversee the management and business development of the conservancy.

SWM, CIFOR and PPF have decided to partner to support the development of MCC.

A crucial position to support the development of MIZE Conservancy and implement the project is the Site Manager (SM), covered by this job description.
2. PURPOSE OF THE JOB

The Site Manager (SM) will be appointed by Peace Parks Foundation, as part of the LoA (Letter of Agreement) signed between the SWM programme and PPF and seconded to the MCC Trust to lead the project operations. He/she will form part of the Conservancy Management Unit (CMU) which will also include a Conservancy Manager, Monitors, and an Administrative manager.

The Site manager will play a crucial role in developing the MCC and ensuring the successful implementation and management of the SWM project in MIZE. Your primary responsibilities will revolve around:

- In close collaboration with the SWM Site coordinator, participate in the development of the MCC Management plan and annual operations plan.
- Overall management and supervision of the Operations of the MCC and ensuring achievement of project’s intended outputs and objectives within approved budgets and time frames, following the MCC management plan and annual operation’s plan.
- In close coordination with the SWM Social safeguards focal point, engage with community members and ensure that the project is implemented following a community rights-based approach, including free prior and informed consent, gender aspects and the grievance redress mechanism.
- Building internal capacities of MCC trust and management unit through peer-to-peer training and the organization of training workshop on specific technical topics.
- Facilitate smooth communication between stakeholders.
- Liaise and report progresses to SWM Site coordinator monthly and participate in the writing of relevant sections of the SWM monthly report.
- Facilitate logistics and the smooth implementation of any SWM programme related activities in the MCC.
- Participate to the SWM site steering committees twice a year.
- Support the development of SWM yearly implementation plans.

This is a full-time position based in Livingstone. The SM reports to the KAZA Project Manager based in Sesheke.

KEY PERFORMANCE AREAS (KPA’S)

Project Implementation:
- Ensure that the annual plans of the various components are prepared and implemented.
- Ensure that all business components of the wildlife economy which will include conservation agriculture, commercial agriculture, wildlife, tourism, fisheries, and carbon projects (forestry and cookstoves) are implemented as guided by the strategic business plan.
- Oversee the day-to-day implementation of project activities in accordance with the MCC management plan and annual implementation plan.
- Work closely with project partners, field staff, and community members to ensure efficient and effective project execution.
- Coordinate and monitor fieldwork, data collection, and other project-related tasks.
- Plan, organise and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports.
- Participate in the procurement of goods and services including drafting of Terms of Reference and work specifications. Supervise the work of consultants and contractors towards achievement of project objectives.
- Manage all MCC assets that are part of the projects, ensuring they are maintained and kept in good working order.

Community Engagement:
- Build strong relationships with community members and stakeholders, ensuring their active participation in project activities.
- Work in close coordination with the SWM Social safeguards expert to facilitate community meetings, workshops, and consultations to gather input and feedback on the project.
• Identify and address community concerns and needs to ensure a collaborative and inclusive approach following the Grievance Mechanism and the SWM FPIC guidelines.

Reporting and Documentation:
• Responsible for the donor funds raised by SWM and PPF and coordinate the administration and financial management and reporting of such.
• Prepare regular progress reports, documenting project activities, achievements, challenges, and lessons learned.
• Ensure timely and accurate data collection and entry for project monitoring and evaluation.
• Maintain organized project records and data, both in physical and digital formats.

Stakeholder Coordination:
• Act as a liaison between the MCC management unit, local authorities, the SWM site coordinator, partners, and other stakeholders.
• Foster effective communication and collaboration among stakeholders to achieve project goals.

Logistics and Support:
• Assist with logistical arrangements for project-related events, workshops, and field visits.
• Provide support to field staff and community members as needed, ensuring their safety and well-being during project activities.

Capacity Building:
• Identify training needs and opportunities for community members, empowering them to take an active role in project implementation and sustainability.
• Make sure all staff that are contracted under the MCC management unit are properly trained and managed and all Zambian labour laws are adhered to.

MAIN QUALIFICATION/EXPERIENCE:
a) Bachelor’s degree in a relevant field (e.g., environmental science, community development, natural resource management) or equivalent practical experience.
b) At least 15 years’ relevant experience with hands-in conservation related activities. Specific experience in CBNRM project and community conservancies will be advantageous.
c) Strong interpersonal and communication skills, with the ability to work effectively with diverse groups.
d) Ability to work independently and in a team, with a high level of self-motivation and adaptability.
e) Experience in the management of project finances.
f) The ability and willingness to live, work and travel in remote conditions is a pre-requisite.
g) Experience with managing multiple donors funded projects.
h) Fluency in English. Knowledge of Silozi will be advantageous.
i) Valid Driver’s license and valid passport if not a Zambian citizen.
j) Excellent health.

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 31 January 2024 to: e-mail: applications@peaceparks.org

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