**JOB DESCRIPTION FOR PROJECT OFFICER**

**About Us**

The Elephant Protection Initiative (EPI) is a unique pan African alliance of currently 21 member countries, covering the majority of Africa’s remaining elephants, with common policies on elephant conservation. This includes committing to implementing the African Elephant Action Plan (AEAP), a blueprint to save the species agreed by all elephant range states in 2010; putting ivory stockpiles beyond economic use; closing domestic ivory markets; and maintaining the 1989 international ban on the ivory trade.

The EPI Foundation (EPIF) is a small and innovative organisation that serves as the Secretariat to the EPI and its member states. The EPIF works directly with government Ministries and Wildlife Authorities in partnership with NGOs, IGOs and the private sector.

In 2020, the EPI Foundation adopted Vision 2030, in recognition of the growing challenge of human-elephant conflict, and its increased emphasis on supporting EPI countries prevent and mitigate this conflict. The EPI Foundation Vision 2030 focuses on the harmonious co-existence between people and elephants, whilst continuing work to meet the objectives of the EPI declaration.

**About the role**

The Project Officer will play a key support role in the management of projects in EPI countries, particularly to meet the EPI commitment to place ivory beyond economic use, through improving the security, transparency and management of government-held ivory stockpiles. The EPIF have two key packages of tools to achieve this: the Stockpile Management System (SMS), a digital inventory App with related protocols; and the “Gold Standards for Ivory Management” a reference document outlining the minimum and gold standards for stockpile management, together with an assessment tool.

This role supports project co-ordination, grant management and the delivery of activities to support EPI member countries using these tools. It will predominantly focus on the implementation of two US Government grants which are being implemented in 6 countries.

The Project Officer will report to the Technical Director for Stockpile Management, and will work closely with the Senior Technical Advisors, and Director of Programme Development, as well as Finance and Operations staff.

**Salary:**  subject to experience

**Location:** UK, Europe, or Africa. Colleagues will be based in the UK, but this role can be remote, with travel in Africa and elsewhere as required (subject to COVID-19 restrictions). Easy access to an international airport would be necessary.

**Contract:** Full-time, initially for a 3 month consultancy contract which if successful will be extended to at least Sept 2023.

# Deadline for applications: Early application is encouraged, with a deadline of no later than 12th August 2021. The position starting date will be as soon as possible.

**Key responsibilities**

**Grant Management and Fundraising**

* Maintain strong working relationships with in-country partners to coordinate the implementation of activities, in line with grant agreements, including develop and maintain activity or project workplans.
* Collation of and recording monitoring and evaluation (M&E) information for each grant based on M&E table as agreed in project proposals.
* Support in drafting fundraising proposals and identifying new opportunities for funding.
* Support in drafting donor reports and ensure timely submission.

**Activity Delivery- working with our partners:**

* Support partners with using the Stockpile Management System (SMS) including tracking and following up on Country and Technical actions.
* Ensure users can use Gold Standards App effectively, and coordinate troubleshooting if required.
* Coordinate monthly SMS Country Status calls with EPIF and partners.
* Develop terms of references and related budgets for Consultants and events.
* Carry out project related research and draft documents/reports for informative summaries and evaluations e.g. briefing and memo documents.
* Support in the coordination and delivery of project related meetings, training courses and workshops.
* Review and provide input on documents drafted by the EPIF, consultants or government partners.
* Provide general support, including: drafting official letters; taking minutes of meetings; coordinating and preparing documents for meetings; coordinating the payment of invoices; organising translation of documents; and coordinating travel for the team, EPI government partner representatives and others travelling with the support of the EPI.

**PERSON SPECIFICATION**

**Essential** **Experience**

* At least an undergraduate degree or equivalent in a relevant field.
* At least 5 years of experience working in a project management role for an international organization, charity, NGO, private or public entity.
* Fluency in written and spoken English and French.
* Ability to work independently with strong time-management and organisational skills with attention to detail;
* Excellent inter-personal skills with an ability to build and maintain relationships internally and externally in remote working situations,
* Good ICT skills, and ease with basic Office software (Excel, Word, PowerPoint).
* An enthusiastic and committed self-starter who is able to work well independently.
* Experience and knowledge of budget management.
* Experience conducting detailed targeted research projects and tasks.

**Desirable Experience**

* Experience of working in partnership with a variety of stakeholders, such as governments, experts, NGOs, etc.
* Public funding institution grant management experience.
* Experience in organising and supporting the delivery of training workshops.
* Experience working with different cultures and languages.
* Collaborative proposal development experience in the international conservation sector.
* Understanding or knowledge of environmental issues.

**Application process:**

If you are looking for a rewarding post with exciting opportunities to develop experience in African conservation efforts, within a dynamic and innovative team, and have the necessary skills and experience, we want to hear from you.Please send a cover letter, outlining your suitability for the role and with reference to the above Experience/Qualifications requirements, and a copy of your CV to [info@elephantprotectioninitiative.org](mailto:Rmusgrave@elephantprotectioninitiative.org) by the Monday 12th August 2021 at the latest. Early application is encouraged, as candidates may be interviewed prior to the deadline.

For further information about the role please contact us on: [info@elephantprotectioninitiative.org](mailto:Rmusgrave@elephantprotectioninitiative.org)