



**International Gorilla  
Conservation Programme**

**(Coalition of Fauna & Flora International and WWF)**

### **JOB ADVERT**

The International Gorilla Conservation Programme (IGCP) is a coalition programme of Fauna & Flora International and WWF with the mission to conserve Mountain Gorillas and their habitat through partnering with key stakeholders to significantly contribute to sustainable livelihood development. IGCP works in partnership with the Protected Area Authorities in the Democratic Republic of Congo, Rwanda, and Uganda and with the framework for transboundary collaboration provided for under the Greater Virunga Transboundary Collaboration (GVTC). Partnership extends to the private sector, civil society, local and national government agencies, and other NGOs and institutions. To further its mission, IGCP is recruiting a short term (3 months) **Administrative Assistant Intern** to support implementation of activities under the Water4Virungas (W4V) project in the communities adjacent to Mgahinga Gorilla National Park, Uganda.

**Workstation:** Kisoro District, Uganda.

**Contracted by:** International Gorilla Conservation Programme.  
Visit [www.igcp.org](http://www.igcp.org) for a full job description.

#### **Required Qualifications:**

- Ugandan citizen;
- Minimum BSc in community development, social work, social sciences, public administration and management, community and adult education, and any other relevant fields from a recognized University / Institution.
- Minimum of 3 years of outstanding relevant experience of working with either NGOs and Local Government.
- Must be knowledgeable about the local government structures, line district departments and how they support project activity implementation
- Experience in providing assistance in project coordination and implementation;
- Language capacity in English and Rukumbira, required;
- Computer literacy (Microsoft Office, Lotus Notes, Internet) is essential.

#### **Required Skills and Competencies:**

- Ability to work independently under minimal supervision, and to maintain flexibility in working hours;
- Working with multi-cultural team members and government leadership structures
- Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to coordinate tasks, meet deadlines and achieve results;
- Ability to write reports and communicate in a clear and concise manner;

- Adhere to IGCP's values: Respect for diversity, Teamwork, Integrity, Initiative, and Dedication.

If your background, experience and competences and skill match the above specifications, please send your application cover letter, CV inclusive of at least three professional references. All Applications should be submitted in sealed hard copies to the Water4Virungas Kisoro office at Pioneer Mall or IGCP Kabale office at Bwindi Trust House and/or submitted electronically to [hr@igcp.org](mailto:hr@igcp.org). Only shortlisted candidates will be contacted.

**Deadline for applications: 5 PM East Africa Time on May 31, 2019.**