



**International Gorilla Conservation Programme**  
Scola House, KN 8 Ave., Kacyiru  
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### **IGCP Deputy Director**

IGCP is a coalition of three international conservation organizations: Conservation International (CI), Fauna & Flora International (FFI), and WWF. IGCP's mission is to *Secure the Future for Mountain Gorillas (*Gorilla beringei beringei*)*. The programme operates in the three countries that share the habitat of the mountain gorilla - Democratic Republic of Congo (DRC), Rwanda and Uganda - and works in partnership with the Protected Area Authorities of the three countries (Institute Congolais pour la Conservation de la Nature, ICCN, in DRC; Rwanda Development Board, RDB, in Rwanda; and Uganda Wildlife Authority, UWA, in Uganda) and the Greater Virunga Transboundary Collaboration (GVTC), the umbrella mechanism for transboundary collaboration. IGCP also maintains a large number of partnerships with civil society organizations, community-based organizations, research institutions, private sector, and local government.

IGCP seeks to hire a highly qualified, dedicated, and experienced person for the of position Deputy Director reporting to the IGCP Director.

The Deputy Director's role is to ensure IGCP's implementation of conservation strategy and monitor progress and impacts of IGCP related to that strategy, providing insightful and detailed input into action plans aimed at achieving the strategy, and providing innovative approaches to achieving gorilla conservation. The role will support the Director in development, implementation, and adaptation of the IGCP strategy and closely engages with coalition members (via IGCP Board and IGCP Focal Points) to monitor and assess strategy progress and identify issues that may inhibit progress against goals and outcomes. The Deputy Director will deputise for the IGCP Director on other aspects of the regional coalition programme where agreed.

The IGCP Deputy Director will be an effective project manager and leader with proven team-building skills and a track record in conservation delivery, especially around habitat management and tourism, and expertise in monitoring and evaluation. They will have excellent communication and interpersonal skills, be bilingual in English and French with strong writing skills in English; and should be able to engage and connect with broad range of people, working as part of a multi-dimensional, multi-cultural team. They will be energetic and passionate about conservation, with knowledge that crosses field programmes, policy and markets and a drive for results.

**Start Date:** As soon as possible

**Duration of Contract:** initial 2 years

**Probation Period:** 6 months

**Salary:** TBC

**Location: Goma, Kabale, Kigali.** To perform the duties of this position, the Deputy Director will spend an estimated 50% of his/her time in the field in Uganda, Rwanda, and the Democratic Republic of Congo. In these instances, IGCP per diem policy will be applied.

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**Benefits:** Medical cover, life insurance, leave allowance, pension scheme.

**Hours of Work:** 8:00 AM to 5:00PM with one hour break (1:00- 2:00PM)

**Job Title:** Deputy Director IGCP

**Reporting to:** Director IGCP

**Key Relationships:**

**External:** The Deputy will work with coalition partners for reporting and monitoring, as well as proposal writing. In addition, the Deputy will liaise with donors, coalition members and IGCP partners in the region, always representing the values and interests of IGCP.

**Internal:** Country Coordinator DRC, Country Coordinator - Rwanda, Country Coordinator - Uganda, Monitoring and Evaluation Officer, other roles as determined by the Director. The Deputy will work closely with all IGCP Programme staff, and with the Finance and Administration Manager and Officers to ensure IGCP meets the strategic objectives and outcomes of the strategy.

**Purpose:** The Deputy Director will provide management support to the implementation of IGCP's strategic plan and spearhead a broader conservation action planning process together with a large number of partners and stakeholders to help envision the future for the IGCP. The role will support the Director in development, implementation (including monitoring progress) and adaptation of the IGCP strategy and will deputise for the IGCP where agreed.

**Specific Duties:**

**Programmatic**

- To provide input to develop, implement and adapt the IGCP strategy
- To coordinate regional / transboundary activities, in close coordination with the relevant Country Coordinators and IGCP Director.
- To engage with coalition members (via IGCP Focal Points and IGCP Board) to monitor and assess strategy progress and identify issues that may inhibit progress against goals and outcomes.
- To ensure the programmatic interventions are based on robust science and that interventions are adaptively managed based on monitoring results.
- To lead the development of the annual operating plan within the Programme based on the IGCP strategy.
- To lead quarterly planning meetings and keep the IGCP workplan up to date.

**Management**

- To provide effective line management to the positions detailed above.
- To act as a member of the IGCP Senior Management Team.
- To deputise for the IGCP Director where agreed and manage IGCP in the absence of the Director.

**Reporting**

- To take the lead on technical reporting and support the IGCP Director and coalition members in proposal writing and donor engagement to ensure adequate funds for strategy implementation.
- To acquire all necessary data and work with the Director and SMT to draft quarterly, semi-annual, and annual technical reports.

**Financial Management**

- To work with the Finance and Administration Manager and IGCP Director to ensure that activities are budgeted sufficiently and accurately.
- To ensure adequate cash flow for project implementation, working with the Finance and Administration Manager and Finance and Administration Officers.
- To maintain oversight of the burn rates of restricted grants, to ensure timely implementation.
- To review budget expenditures to ensure appropriate charging of expenses related to budget lines, and review budget reports before approval by the Director and submission to donors.

**Other duties:**

- Provide input, where appropriate, to other technical work undertaken by the IGCP programme.
- Perform any other tasks that may be requested from time to time that are appropriate to skills and experience.

**Person Specification**

	<b>Essential</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Technical conservation skills related to protected area management and/or species conservation</li> <li>• Proven leadership and team-building skills</li> <li>• Excellent communication and interpersonal skills</li> <li>• Decision making skills with strong business acumen and drive for results</li> <li>• Proven time management skills, including ability to prioritise workloads and meet deadlines</li> <li>• Excellent financial management and numeracy skills, including budgeting and reforecasting</li> <li>• Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities</li> <li>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</li> <li>• Strong written communication skills, including report and proposal writing</li> <li>• Bilingual in English and French with strong writing skills in English</li> </ul>

<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• University degree in Project Management or related field</li> <li>• Substantial professional experience in conservation programme management with a particular focus on the implementation of sustainable and holistic solutions</li> <li>• Proven expertise in monitoring and evaluation</li> <li>• Minimum five years' experience in project management</li> </ul>
<p><b>Behavioural Qualities</b></p>	<ul style="list-style-type: none"> <li>• Energetic and passionate about conservation.</li> <li>• Team player, with ability to seek out and harness the views and contributions of others</li> <li>• Ability to engage and connect with broad range of people, and work as part of a multi-dimensional, multi-cultural team</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Meticulous attention to detail</li> <li>• Self-motivated with proactive approach to work</li> <li>• Ability to work under pressure and to deal with challenges in a positive and constructive way</li> <li>• Commitment to working in a collaborative manner, sharing information and learning</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Adherence to IGCP's values: Knowledgeable, Optimistic, Determined and Engaging</li> <li>• Ability to travel regularly, both within country and internationally, sometimes for extended periods</li> <li>• Pre-existing right to work in relevant IGCP countries</li> </ul>

**How to apply:**

Should you wish to apply for this position, please send your current CV and motivation letter to [recruitment@igcp.org](mailto:recruitment@igcp.org) copy [wmakambo@igcp.org](mailto:wmakambo@igcp.org). All applicants must use the provided emails, hand delivered applications will not be accepted. The closing date for submission of applications is **January 9, 2023, at 5:00PM Central Africa Time (CAT)**