



JOB ADVERT
'LILAYI ELEPHANT NURSERY SUPPORT MANAGER'

Please note this position is open to Zambian citizens only

Project/Department: Elephant Orphanage Project (EOP)
Location: Lilayi Elephant Nursery (LEN)
Subject: Support Manager (SM)
Engagement: Full time
Start date: As soon as possible
Author: Rachael Murton, Elephant Orphanage Project Manager

The Elephant Orphanage Project (EOP) was established in Southern Kafue National Park (KNP) in 2007, with the mission to rescue, rehabilitate and release orphaned elephants back into the wild. The EOP is part of a conservation initiative developed and operated by Game Rangers International (GRI), a Zambian NGO working in Partnership with the Department of National Parks and Wildlife (DNPW). The EOP currently cares for 18 orphaned elephants across the Lilayi Elephant Nursery and the Kafue Release Facility aged between 2 and 10 years old.

The EOP is currently looking for a mature and responsible individual to live and work full-time at the Lilayi Elephant Nursery to support with daily operations of the facility and its staff.

The main role of the SM will be to ensure that all project systems are working well and efficiently, which will incorporate the elephant programme systems as well as those relating to camp logistics and HR. A priority of the SM will be to oversee all project teams and provide guidance and leadership to the staff within their various roles. The SM will be expected to be fully conversant with all the roles and responsibilities of all the teams and direct them when needed. Whilst the SM will gain a detailed understanding of the principles of elephant rescue and elephant rehabilitation, the role is designed to play a support role to the Senior Technical Advisor and follow the guidelines and existing protocols. The following list outlines the main roles and responsibilities required by the SM. This list is not however exhaustive and further tasks and responsibilities may be added to this list as the project grows and develops. a GRI/EOP employee must remember that by the nature of elephant rehabilitation work, their working hours and duties must be flexible.

Primary roles:

1. To support the management and co-ordination of day to day activities at the Lilayi Elephant Nursery
2. Be responsible for and management of all LEN staff (with guidance from Senior Technical Advisor when needed)
3. Support to development, refine and implement Standard Operating Procedures
4. To ensure that all EOP Systems and Protocols are being followed correctly
5. First Point of Contact for all emergency situations within the LEN-EOP domain (although with support from the Senior Technical Advisor)
6. Support with site security via the security team
7. Support with all LEN administration, logistics and procurement
8. To support with the welfare of all personnel and elephant orphans (and other animals in care) at LEN
9. Immediate and comprehensive reporting to Senior Technical Advisor on any elephant welfare issues
10. Coordination, management and issuing of project supplies/rations accordingly
11. Management and coordination of site logistics within the EOP domain
12. Staff salary management and issuance

13. Management of allocated budget
14. Assist with all onsite HR issues and recruitments
15. Regular recorded management meetings (both with seniors and junior staff) to maintain a high level of communication and ensure a cohesive team and alignment within goals, targets and performance

Secondary roles:

1. Support with/co-authoring of Project Reports
2. Management and maintenance of project assets, equipments, stock and supplies
3. Supervise the development and on-going maintenance of grounds and infrastructure
4. Visitor management: Provide informative talks during visitation hours in the Viewing area (as required – not often); conduct BTS tours for relevant visitors (ad hoc, as requested)
5. To help build staff capacity within EOP

Tertiary roles:

6. To support the Volunteer Supervisor with volunteers if required and to be responsible for volunteers when KRF Manager is absent
7. Maintenance of volunteers area in absence of Volunteer Coordinator

Other supporting roles & responsibilities:

1. Liaise directly with, develop and maintain good working relations with:
 - a. DNPW at all levels up to and including Senior Wardens
 - b. Local chiefs and district officials
 - c. Project Partners and Stakeholders
 - d. Matobo Veterinary Services and local vets
 - e. Local Tour Operators and Agents
 - f. Other GRI Project Managers and staff
 - g. Other government officials in ITT

Essential Skills:

1. Management experience
2. Experience in Zoology/Biology/Conservation management/similar field
3. English language and ICT literate
4. Nyanja, Bemba, Ila, Tonga speaking
5. Good communication

Desired Experience:

1. Valid drivers licence
2. Mentoring and training experience
3. Supervision of others
4. Basic First Aid

Essential Qualities:

1. Professional, outgoing and personable
2. Supportive, caring and sensitive to those in your charge
3. Shows initiative, resourceful and proactive
4. Common sense, logical thinking and problem solving abilities
5. Leadership skills as well as the ability to work as part of a team
6. Good time management, reliable and responsible
7. Affinity for the outdoors and conservation
8. Flexible approach to work

9. Affinity to living in basic (tented) conditions

Contact Information:

Please send all applications to theo@gamerangersinternational.org Please include a cover letter and CV with at least three references.

Application deadline: open until post is suitably filled

N.B. This position is open to Zambian applicants only