



**Job Opportunity**  
**Awareness Program – Awareness Officer**

Location:	Chipata, with travel throughout the region
Application Deadline:	8 <sup>th</sup> November 2017
Languages Required:	English
Duration of Contract:	1 year (to be reviewed annually)
Reporting:	Awareness Program Manager
Working hours:	Monday to Friday – excluding public holidays

**BACKGROUND**

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Wildlife Crime Prevention is a Zambian based not for profit organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife (DNPW)'s Investigation and Intelligence Units. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working within National Parks in Zambia to secure areas of elephant strongholds and key transit routes of illegal wildlife trade.

**PURPOSE**

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We are looking for a new awareness officer to join the WCP awareness program team. Established in early 2017 with the goal of taking the message of wildlife crime prevention to the people in Zambia through awareness campaigns, we now wish to expand our team to include an awareness officer based in Chipata, Eastern Province. The Eastern Province is one of the most important areas for our work.

This exciting new role will involve working alongside the WCP Wildlife Criminal Justice Legal Assistant, the DNPW and other stakeholder groups based in Chipata.

This expansion is implemented in partnership with the International Fund for Animal Welfare (IFAW) and with the U.S. Government.

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## SCOPE OF WORK

The position includes, but is not limited to, the following responsibilities:

- 1) Developing and editing content for media, blogs and social media.
- 2) Liaising with other personnel to provide awareness and media content
- 3) Assisting in the management of WCP's social media presence (Facebook, Instagram and Twitter) to engage target audiences in the eastern province of Zambia
- 4) Engaging local media stakeholders in Chipata and surrounding areas and create positive relationships
- 5) Media monitoring, analysis and reporting to stakeholders both internally and externally
- 6) Assisting the design and implementation of awareness media campaigns in eastern Zambia
- 7) Participation in the development and provision of tools, resources, baselines, pilot studies
- 8) Reporting: The awareness officer will be responsible for regular activity reporting to the Awareness Programs Manager and Justice and Awareness Project Manager.
- 9) Financial Management: The awareness officer will be responsible for their own financial management and will be required to submit a monthly expenses account.

## REQUIRED SKILLS/ EXPERIENCE

- Bachelor's Degree in a relevant discipline from well-respected Institution; Conservation or Social Science
- Relevant experience in conservation issues preferred;
- Excellent interpersonal skills, able to interact with people from different backgrounds
- Some experience in the management of social media;
- Excellent computer skills, specifically in Microsoft office suite, expert proficiency or certification in Microsoft Excel preferred;
- Excellent written and oral communication skills, analytical research and descriptive reporting experience;
- Ability to work independently to meet deadlines;
- Excellent attention to detail and ability to identify trends and patterns of information;
- Fluency in English and Chinyanja required, additional language skills preferred;
- Exceptional organizational skills, ability to facilitate communication between different locations and ability work independently to meet deadlines.
- Preference will be given to Chipata residents.

## TERMS AND BENEFITS

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A competitive salary will be offered commensurate with qualifications, Project-related expenses incurred will be reimbursed e.g. communications and transport.

**Please send by email a CV and covering letter ONLY by COB 8 November 2017 to:**  
Sarah Davies – Justice and Awareness Project Manager  
[sarah@wildlifecrimeprevention.org](mailto:sarah@wildlifecrimeprevention.org)

Please title your email: “Awareness Officer Application – YOUR NAME”\_References are required and full background checks will be carried out. Please do NOT send additional paperwork. Only successful candidates will be contacted by 15 November 2017