



Terms of Reference

Role:	Grants and Finance Coordinator
Position:	Full Time
Location:	Lusaka, Zambia
Languages Required:	English
Availability:	1-2 years

BACKGROUND

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 and National Prosecution Authority. The main goal of WCP is to coordinate closely with key DNPW personnel and conservation NGOs working in Zambia and regionally in our efforts to reduce illegal wildlife trade.

PURPOSE

WCP is in search of a Grants and Finance Coordinator to professionalise and support WCP through the development of proposals, reporting, financial oversight and administration to strengthen our support to the Department of National Parks and Wildlife (DNPW). The primary purpose of this position is to transfer skills and knowledge to increase support to DNPW through our Finance and Administration Team and our ability to secure long term funding. In order to achieve this, we are looking to recruit a qualified professional with the ability to carry out these tasks and provide capacity building to the finance and administration team of WCP.

SCOPE OF WORK

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

- Proposal development, monitoring and reporting
- Finance reporting and management
- Support to Finance and Administration team which includes capacity building
- Oversight of grant implementation
- Provide support and ideas to the overall strategy and growth of WCP as an organisation

REQUIRED SKILLS / EXPERIENCE

- Proven leadership skills and experience (financial oversight, reporting, proposal development)
- Exceptional interpersonal and communication abilities, including excellent writing, verbal and listening skills
- Experience developing and maintaining partnerships with a diversity of key stakeholders
- Experience in project design and fundraising with private, NGO or bilateral donors (preferable)
- Experience in project monitoring and evaluation systems
- Credibility and intellectual stature to gain the trust and collaborate effectively with colleagues, partners, stakeholders, and other institutions
- An MSc. or higher degree and at least 5 years professional experience in relevant fields, preferably in Africa
- Fluency in English both written and oral required
- Exceptional organizational and planning skills, ability to work well with teams as well as independently
- Time management skills
- Flexibility and adaptability
- The ability to learn quickly

TERMS AND BENEFITS

Competitive package based on experience.

APPLICATIONS

Please send your CV and cover letter to jobs@wildlifecrimeprevention.org by 10th July 2019. Ensure to reference '**Name of Applicant – Grants and Finance Coordinator**' in the subject matter. Only successful candidates will be notified.