



Job Opportunity Data Support Internship

Location:	Lusaka
Languages Required:	English
Duration of Contract:	1 year
Reporting:	Chief Executive Officer
Working hours:	Monday to Friday – excluding public holidays

BACKGROUND

Wildlife Crime Prevention is a Zambian based non-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

We are looking for a new Data Support Intern to join the WCP team.

WCP has been working to support DNPW's Intelligence and Investigations Units (IIU) to provide support to IIUs nationally. The main goal of WCP is to support IIUs in towns, cities and borders and coordinate closely with key DNPW personnel and NGOs working within National Parks in Zambia and along key transit routes of the illegal wildlife trade in country and cross border. Based centrally in Zambia's capital city, Lusaka, WCP supports 22 DNPW IIUs nationally.

Through its internship program WCP will give Zambian graduates the opportunity to join the organization and learn more about and contribute to the conservation sector throughout the country. Through this program, we hope that the interns will gain the experience and contacts to establish their own network and career in conservation. This exciting new role will involve working alongside the DNPW and other stakeholder groups.

SCOPE OF WORK

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

1. Data organization: organizing and compiling disparate data from a variety of sources and formats into a cohesive database, and maintaining the databases over time.
2. Data cleaning & structure: determining the most effective means of structuring data and restructuring data to demonstrate key data fields in support of WCP's projects.
3. Reporting: producing both written and oral reports on analysis and datasets. The intern will be responsible for reporting on trends over time, and identifying new projects.
4. Other administrative duties as identified by the CEO
5. Compiling reports and aligning data sets
6. The intern will assist where necessary with all areas of the WCP as required and approved by the WCP CEO.

REQUIRED SKILLS/ EXPERIENCE

- Undergraduate degree in relevant field, such as mathematics, statistics, economics or computer or environmental sciences
- Desire to work and build a career in conservation and wildlife
- Excellent computer skills and professional experience with data analysis software & Microsoft Office suite, expert proficiency or certification in Microsoft Excel preferred.
- Relevant experience in data collection and administration skills
- Excellent written and oral communication skills, analytical research and descriptive reporting experience
- Excellent attention to detail and ability to identify trends and patterns of information.
- Fluency in English required, additional language skills preferred.
- Exceptional organizational skills, ability to facilitate communication between different locations and ability work independently to meet deadlines is a must
- Highly organized to manage and maintain original data forms
- Previous experience in environmental science and conservation highly desirable

TERMS AND BENEFITS

A monthly allowance will be offered commensurate with qualifications and all project-related expenses incurred will be reimbursed e.g. communications and transport.

Please send by email a CV and covering letter ONLY by 6 April 2018 COB to:
Luwi Nguluka, Awareness Programs Manager: luwi@wildlifecrimeprevention.org

Please title your email: "Data Support Intern 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.