



**AFRICAN BAT
CONSERVATION**

Research Manager

Recruitment Pack

Registered Charity Number: 1170640

About Us

Conservation Research Africa (CRA) is a charity in England and Wales that conducts and supports applied research to inform conservation and wildlife management in Africa. Based in Malawi, CRA has three flagship projects: **African Bat Conservation (ABC)**, **Carnivore Research Malawi (CRM)** and **The Urban Wildlife Project (UWP)**.



Find out more : www.conservationresearchafrica.org
www.africanbatconservation.org

1. Applied research for wildlife conservation management: to determine and monitor bat population trends, assess species threats and provide conservation recommendations; as well as a number of smaller student projects to facilitate and inform long-term conservation management of bat populations and their habitats. Project results are used to update IUCN species status reports and assist Government in long-term population monitoring and management.

2. Education and awareness of bats, carnivores and biodiversity and related issues through comprehensive community based education programmes and human-wildlife conflict outreach.

3. Capacity building to increase project effectiveness and long-term success by building capacity in ecological research, biodiversity monitoring and management for DNPW through training courses, attachment programmes and postgraduate research projects at MSc and PhD level.

Summary:

We are currently recruiting for an Operations and Projects Manager to assist us in managing and developing CRA projects including ABC, CRM and UWP.

The position is primarily based at our research office in the capital city Lilongwe with some time spent at our research camps in Kuti Wildlife Reserve, Lilongwe and Kasungu National Parks

About You

We are looking for someone with:

- **Inspirational Leadership skills:**

You will need to be a great leader, able to inspire and motivate others.

- **Organisational skills:**

We are looking for someone who is highly organised and practical, with an eye for detail.

- **Management skills:**

You must have excellent interpersonal and management skills and experience of dealing with students and volunteers in a professional manner.

- **Maturity and Professionalism** is a must, as well as the ability to work maintain the motivation and research output despite the many daily challenges of working in Malawi.



The position requires that you work at any of our sites as per project needs. This includes in Lilongwe and Kuti Wildlife Reserve.

Work is on demand, with long hours, working a 6 day week. Being a conservation organisation we do not have regular office hours, so you will be required to conduct work as required by the project demand, including night work.

Therefore you will need to be willing to work in the field in remote locations, sometimes at night, out of hours according to the programme need and have a positive can do attitude.

This post offers an excellent opportunity for career development for a manager who is interested in applied conservation biology, biodiversity and human-wildlife conflict.



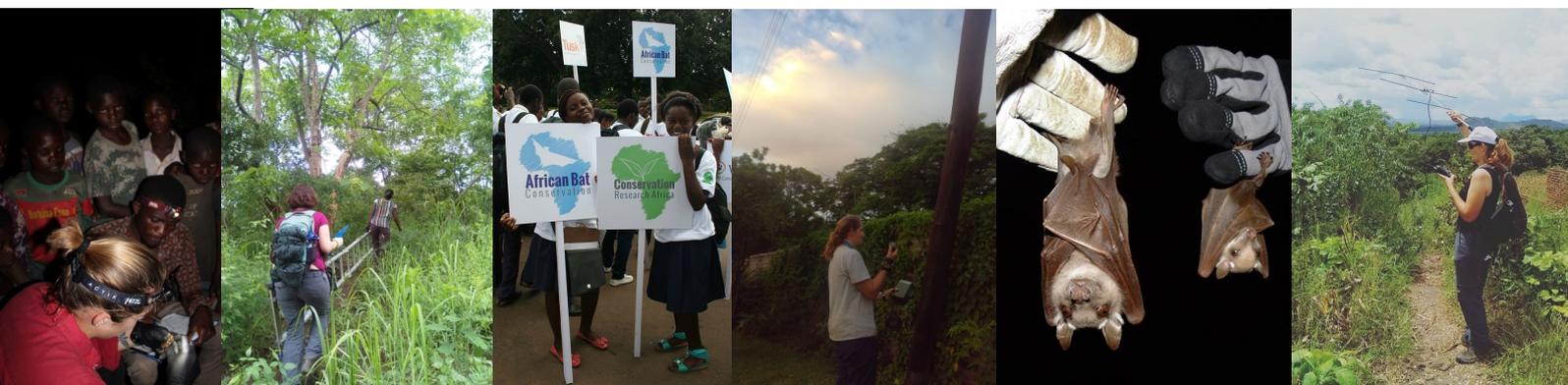
Person Specification & Contract Conditions

The Operations and Projects Manager (OPM) provides a key role in delivering the project outcomes and impacts of across the breadth of the CRA projects and research programmes.

The OPM will assist in project delivery of CRA applied conservation research projects including African Bat Conservation (ABC) and Carnivore Research Malawi (CRM) and build the national and international reputation of Conservation Research Africa (CRA) in support of CRA goals and vision with regards to research and conservation.

The OPM will provide leadership in partnership with RMs and assist in management of all staff and interns, to ensure research targets and milestones are met on time including:

1. Responsible with Research Managers (RM) for ensuring the field research teams comply with all CRA procedures regarding reporting, budgeting and logistics.
2. Develop and improve working protocols for disciplinary actions, HR, training, staff and student mentoring and development, staff and volunteer/student induction and development process, volunteer management, marketing and communication, logistics management, budgeting to consistently improve the working practices of CRA
3. Jointly (with other Managers) responsible for staff development and training across CRA. This includes induction, development, training and monitoring of all staff across projects in all non-technical training (including health and safety, budgeting, skills development, vehicle maintenance, reporting, volunteer management etc.) as per the staff development process and staff tracking and document.
4. Support income generation through the expeditions, training programmes and events and other unrestricted sources.
5. Manage and maintain all project budgets. Monthly budgets will be reconciled to the OPM by the RMs. Responsible for ensuring all budgets are reconciled and reported back to the CEO each month according to the budgeting procedures.
6. Participation in weekly and monthly project and management meetings.
7. Responsible for managing and overseeing all incident reporting, conducting regular H&S and Risk Assessments, maintenance and management of medical kits and evacuation procedures.
8. Responsible for supporting the logistical requirements for each programme, including but not limited to management of kit, overseeing and ensuring regular equipment inventory.
9. Overseeing contracting and implementation of field construction projects, assuring procurement.
10. Responsible for overall management of the fleet of project vehicles, including ensuring log books and maintenance is completed by each team, overseeing and assisting in vehicle repair and sourcing of parts.
11. Representation of CRA/ ABC at donor, partner and media events and meetings, as required.
12. Maintain compliance with all CRA policies and procedures, and the laws of Malawi.
13. Responsible for management of the volunteer and student programme including: recruitment, communication, bookings, advertising, marketing, volunteer communication, management and training of volunteers/students on site, management of student/volunteer wellbeing, training and logistics of student/volunteer arrival and departure.



Requirements

● Essential

Positive can do attitude with mature approach

BSc in conservation biology, zoology, biology or related field

Experience of working and living in remote field environments, preferably in Africa

Experience of field project and operations management

Driving licence with off road driving experience

A confident communicator who is able to relate well to people from diverse backgrounds and cultures

Experience of working with volunteers from diverse backgrounds

Excellent understanding of wildlife conservation issues in Africa

Maturity, and a positive mental attitude, resilient, ability to muck in and get on with it

First Aid Trained

Experience of project / senior management

Hard work ethic, flexible and conscientious approach

Enthusiasm and self motivation for working on applied conservation programmes

● Desirable

MSc in ecology, zoology, biology or related discipline

Experience in dealing with human wildlife conflict

Project management qualification

Wilderness first aid trained

Qualified mechanic

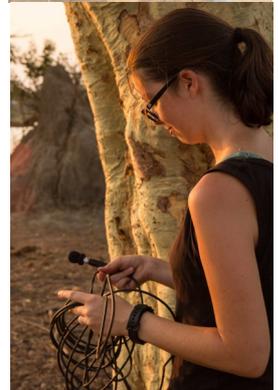
FGASA or equivalent training

Contract Conditions

● Timing - This is a minimum of 1 year position commencing asap (extendable)

● Hours - Full time flexible working hours, 6 days per week, with night work.

● Location - The location is flexible according to our project needs so you will be based at either our research camp in Lilongwe, Kuti Wildlife Reserve or any other site as required.



- **Accommodation** - In Lilongwe the post holder will be based at the CRA research offices and staff house in a shared room. There is a living area, kitchen, showers toilets. In the field you will be sharing a walk in safari tent with beds with another staff member.



- **Conditions** - CRA will provide a stipend, accommodation and bills, work related travel, airport transfers and limited personal use of a project vehicle. You will be required to cover your own flights, food, visas, insurance and vaccinations.

Explore Malawi



While you are with CRA you will have time off to venture further afield to explore Malawi. Malawi is an amazing country; known as the "Warm heart of Africa" it is culturally and ecologically diverse with plenty to see from mountain rainforests to the lake of stars, you won't be disappointed.



A trip to Malawi would not be complete without snorkelling in the crystal clear waters of Lake Malawi, infamous for hundreds of endemic cichlid species. Relax on the beach or kayak out for a stay on one of the remote islands in Lake Malawi National Park. A visit to Nyika plateau when the orchids are in bloom or down to Mount Mulanje at 3000m high with its endemic upland rainforests are also a must.

How to Apply

Application process

To apply please complete the online digital application form (www.conservationresearchafrica.org/opportunities)

You can also send a covering Letter (outlining why you think you would be suitable for the post) and a CV if you wish to

programmes@conservationresearchafrica.org

Further project information: www.conservationresearchafrica.org

