

Leopard Ecology & Conservation is looking for a dedicated



Field Research Coordinator

Leopard Ecology & Conservation (LEC) was initiated by Monika Schiess-Meier in 2000. The project seeks to promote the long-term survival of leopard and lion populations in Botswana by integrating conservation and community education. LEC works in Khutse Game Reserve and the southern parts of the Central Kalahari Game Reserve. Our research camp lies approximately 100 m outside the boundary of Khutse Game Reserve. Other than the rangers, our closest neighbours live in the village of Kaudwane, 5 km away.

For more information, please visit our website: <https://leopard.ch>

Job Brief

We are looking for a competent, experienced project coordinator to undertake a variety of administrative and project management tasks onsite in our field camp in Botswana. You will help in planning and organising projects and research activities as well as carry out important operational duties.

To be a project coordinator of our choice, you must be organised and detail-oriented and be comfortable working with culturally diverse teams. If you have experience in project management, perhaps even in an African environment, and skills in field research methods and human resource support, this would be appreciated.

This is a full-time job and we expect the successful applicant to begin his or her work during the second quarter of 2019.

Responsibilities

- plan and coordinate research projects (ecology, conservation, animal behaviour) and activities, including data management
- ensure implementation of policies and practices
- communicate effectively to involved stakeholders (such as national authorities, communities, NGOs, researchers, students, team)
- monitor and evaluate ongoing projects (including writing reports)
- maintain budget and track expenditures
- manage communications and help build positive relations with the team and external parties
- schedule and organise meetings/events
- ensure technology is used correctly for all operations
- keep updated records and create reports and proposals
- prepare paperwork and order materials
- support project growth and development (horizon scanning, including literature review and training of local research assistants)
- oversee field camp management

Requirements

- proven experience as project manager, field coordinator or other relevant position
- good knowledge of project management techniques, budgeting and reporting
- high motivation and capability of working under African field conditions
- socially sensitive and able to work with cultural diversity and multi-disciplinary team
- tech savvy, proficient in MS Office, GIS and statistics software
- excellent time-management and organisational skills
- outstanding English verbal and written communication skills
- MSc (or higher) degree in zoology/ecology or related field, together with experience in working in remote areas

Application

To apply please send a copy of your curriculum vitae and a letter of motivation to Dr Nicole Gusset nicole.gusset@ieu.uzh.ch with a note reading “application field coordinator” before 31 January 2019.

Only shortlisted candidates will be contacted.