



Leopard Ecology & Conservation  
Khutse Game Reserve, Botswana  
Private Bag BR7, Gaborone  
[www.leopard.ch/en/](http://www.leopard.ch/en/)



Leopard Ecology & Conservation is looking for a dedicated

## Community & Education Program Officer

**Leopard Ecology & Conservation** (LEC) is a project that seeks to promote the long-term survival of leopard and lion populations in Botswana by integrating conservation and community education. The Community & Education program is a partly independent unit of the research project. Its chief mandate is to combat human-wildlife conflict highly prevalent in our current study area. It aims to achieve this by initiating and implementing a long-term, sustainable program to help livestock farmers around Khutse Game Reserve raise their livestock in the presence of free-roaming predators and to support the sustainable use of natural resources in the local community. For more information, please visit our website: <https://leopard.ch/en/>

### Job Brief

We are looking for a competent, experienced person to undertake a variety of administrative and project management tasks onsite in our field camp in Botswana. You will help in planning, organizing and running projects as well as activities in the community such as events or stakeholder meetings.

To be a Program Officer of our choice, you must be organized, detail-oriented and bring projects independently to success. If you have experience in project management, a strong knowledge in social science, know how to deal with human-wildlife conflicts and you are familiar with working with local communities, we are looking forward for your application.

This is a full-time job in a remote area and you need to be happy working in this harsh climate. We expect the successful applicant to begin his or her work during the second quarter of 2020. This job opportunity provides a competitive salary, accommodation at the research camp just outside Khutse Game Reserve, contribution to pension and medical aid.

### Responsibilities

In terms of content, the following fields form the focal points of the work, the education officer is encouraged to:

- build positive and trusting relationship with farmers and herders as well as government departments and the wider local community, including village and school authorities.

- research, develop and implement ideas, initiatives and programs, which should all be in line with addressing the human-wildlife conflict and the sustainable use of natural resources in our study area.
- fundraising for projects and maintain budgets as well as track expenditures
- the overall development and practical implementation of the program's projects, plan and coordinate projects and activities, including data management
- continuously monitor, evaluate and report on the progress of implemented and ongoing projects.
- the compilation and writing of Education project reports for sponsors, DWNP and other funding organizations
- communicate and work effectively with the LEC team and involved stakeholders (such as government, vaccination teams, veterinarians, farmers, communities, researchers, team etc.).
- schedule and organize meetings/events.
- perform other office functions assigned to you by the supervisors.

## Requirements

- proven experience as project manager and social scientist (university degree)
- good knowledge of project management techniques, budgeting and reporting as well as great time-management and organizational skills
- socially sensitive and able to work with local community and in a cultural diversity and multi-disciplinary team
- proficient in MS Office, GIS and statistics software
- great Setswana and English verbal and written communication skills
- high motivation and capability of working in remote area (field camp near Kaudwane)
- driving license
- The applicant must be a Motswana

## Application

To apply please send a copy of your curriculum vitae, references and a letter of motivation, stating when you would be available to start, to [f.haas@leopardecology.com](mailto:f.haas@leopardecology.com) with a note reading "application C&E Programme officer" before 29 February 2020.

Only shortlisted candidates will be contacted.