



# We are looking for you



Leopard Ecology & Conservation (LEC), founded in 2000, is a non-governmental organisation dedicated to preserving Botswana's leopard and lion populations through scientific research, education, and community-based conservation. LEC's research programme comprises a diverse team of local and international researchers and integrates traditional ecological knowledge with wildlife technology to conduct high-quality research and long-term monitoring of leopards, lions, and their ecosystem in Botswana's central Kalahari. For further information please visit our website [www.leopard.ch](http://www.leopard.ch).

For our field camp in Khutse, Botswana, we are looking for an experienced, passionate, self-motivated, and solution-oriented

## Field Research Coordinator (100%)

to manage the day-to-day operations of LEC's field research projects and activities, supervise research staff, and organise/ manage research equipment and resources. The chosen candidate will ensure that all the components necessary to carry out research projects are in place and functioning smoothly, and that research projects are delivered on time and within budget. The chosen person should be passionate about wildlife ecology and conservation, prepared to join a motivated, culturally diverse team and willing to live in a remote area.

### Your Tasks

- Leading regular meetings and coordinating day-to-day research operations to ensure smooth implementation of LEC's research projects and strategies.
- Managing research staff, including recruitment, appraisals, training, mentoring, as well as coordinating volunteers, students, and interns.
- Managing LEC databases and overseeing data collection from sources such as GPS collars, camera traps, field observations, and genetic samples, ensuring compliance with data protocols and maintaining backups.
- Overseeing research equipment, including inventory, maintenance, and ensuring correct usage in field research.
- Maintaining up-to-date research permits and compliance with governmental regulations, including preparing and submitting paperwork for required permits.
- Conducting fieldwork, including telemetry tracking, camera trapping, animal observations, and leading collaring events while ensuring adherence to established research protocols.
- Preparing and submitting reports to stakeholders and regulatory bodies, as well as contributing to fundraising efforts and research growth initiatives.
- Networking with other organisations and fostering collaborations.

### Your Application

Please submit your CV (including three references with contact details) and a cover letter to [jobs@leopardecology.com](mailto:jobs@leopardecology.com). In your cover letter, please provide specific examples that demonstrate how your skills, qualification, and experiences align with the key responsibilities and requirements of this role and be sure to address the following:

1. Fit for the Role: Explain why you believe you would be a strong fit for this position, including your ability to work in a field research setting and lead diverse teams.
2. Interest in the role: Share what excites you about this opportunity and your motivation for applying.

### Your Profile

- Bachelor's degree in biology or related field (required); MSc (or higher) in Wildlife ecology, Zoology, Conservation, or related field (desirable).
- Five years of related experience, including at least two years of management and leadership experience in a collaborative team setting (required).
- Experience working in remote field camps (desirable) and with rural communities (beneficial); Field experience in southern Africa (desirable).
- Experience with radiotelemetry, data collection, equipment maintenance, and personnel management (required).
- Familiarity with ecology, behaviour and other areas of science relevant to LEC's research (desirable).
- Strong project management skills, with ability to manage multiple projects with limited supervision (required).
- Experience with survey design and analysis (desirable).
- Strong organisational and problem-solving skills, attention to detail, and accuracy in record-keeping (required).
- Proven experience with budgeting and reporting (required).
- Excellent communication skills, both written and verbal, with proficiency in writing reports and blogs in English (required), fluency in Setswana (desirable)
- Interpersonal and relationship management skills, including connecting with international institutions and working across diverse cultures (required).
- Knowledge of Microsoft Office, GIS, GPS, and statistical software; ability to learn new software as needed (required)
- Driver's licence and ability to drive 4WD vehicle offroad (required); experience driving in sandy terrains (desirable).

### We Offer

A fair and competitive salary commensurate with qualifications and experience. An initial 3-year contract with option of renewal. 60 annual leave days. Earliest starting date: 1<sup>st</sup> Dec 2024.

Please contact us directly for a full list of requirements and duties for the role and for further information on the salary range and benefits. The position is open until filled.

*Note: Due to limited resources and a high volume of applications, we will only contact short-listed candidates.*