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JOB DESCRIPTION

Position title: African Elephant Coordinator

Reports to: CEO, WWF Kenya

Supervises: None

Date: September 2017

Location: Nairobi, Kenya

I. Role summary:

Supports the development and implementation of an African elephant conservation strategy in collaboration with WWF African Country Offices; works with Wildlife Practice team, Country Offices and other Global Practices to promote the flagship power of the African elephant; enhances the effectiveness of conservation communication, fundraising and advocacy in support of various global conservation priorities; engages broadly with external partners concerned with elephant conservation.

II. Major Functions:

- Provides leadership, strategic direction and technical support for the development and implementation of the WWF African Elephant Conservation Strategy through interaction with the relevant WWF bodies, external partners and donor organizations;
- Identifies new sources of funding and pursues relationships with new donors in coordination with Development Unit at WWF International and fundraisers in national offices (internal and external, major donors, foundations, Business and Industry, Government Aid Agencies);
- Maps current Country Offices capacities and gaps in implementing WWF Elephant Conservation strategy across range states;
- Works with wildlife focal points to ensure governments implement commitment made at regional and global fora and help them address implementation gaps;
- Elevates the profile of African Elephant conservation internally and in the international conservation arena;
- Act as an internal and external spokesperson on Africa elephant issues and liaise actively and consistently with other relevant conservation, donor and media organizations;
- Engages with TRAFFIC and the Wildlife Crime sub-community of practice to stop poaching and trafficking of elephants across Africa;
- Works with Wildlife Practice Policy Manager to deliver policy outcomes for African elephant in relevant global, regional and national policy and advocacy fora.

III. Required Qualifications:

- Post graduate degree, preferably PhD, in the field of natural resources management, biological sciences, zoology, or conservation biology; or commensurate experience combined with a strong professional affinity for the skills and competencies required for the position of African Elephant Coordinator;
- At least 5 years' experience in wildlife conservation in Africa, conservation programme/project management or coordination.
- Experience coordinating international programmes essential and prior work with elephants highly desirable;
- Good technical knowledge of biodiversity conservation in general, and species conservation in particular, with a deep understanding of the major conservation issues affecting African elephant conservation;
- Experience developing successful fundraising proposals, and cultivating relationship with donors;
- Direct work experience with an international conservation NGO or government agency an advantage;
- Understanding of field-based activities, monitoring protocols, survey design, and data management essential.

IV. Required Skills and Competencies

- Strong and proven programme leadership, management and coordination skills, communication skills (written and oral), understanding of financial management and budgeting;
- Proven ability to develop and coordinate conservation programmes and projects, including those conducted by multiple partners, across different disciplines and cultural backgrounds;
- The African Elephants Coordinator is a proactive, self-sufficient and self-motivating person, who works with autonomy but is not shy to ask for information or advice, generates ideas, is solutions-oriented, constructive in debates, well organized, passionate and reliable;
- Good technical, organizational, interpersonal and team-building skills essential;
- Diplomatic and multi-cultural skills;
- Ability to translate technical information for a non-technical audience;
- Fluency in English (written and spoken); ability to communicate in French highly desirable; knowledge of other African languages is an asset;
- Ability to travel to remote, often difficult to access project sites is essential for this position;
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*.

V. Working Relationships:

Internal - Works closely with: all relevant staff of relevant WWF entities including Wildlife Practice, and other relevant Practices (particularly Forests and Governance), the Wildlife Crime Initiative, WWF Bio monitoring Programme, Country Offices, National Organizations and TRAFFIC.

External - Close coordination and liaison with the IUCN Species Survival Commission (particularly the IUCN African Elephant Specialist Group), CITES MIKE, pertinent international policy fora, range state government authorities, relevant conservation partners, Government Aid Agencies, other government donors, universities, consultants, and other NGOs working on African elephant conservation.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____