



**for a living planet®**

## Salonga Program Assistant

WWF-DRC is looking for a **Program Assistant** for its **Salonga Program** to help achieve its new ambitious goals, and build a future where people live in harmony with nature.

### Location:

**Monkoto, DRC, Democratic of Republic of Congo.**

**Duration of the assignment:** 2 years subject to successful probation renewable subsequently.

### The Role:

The Salonga Program Assistant will be involved in assisting the Salonga Park Director in the follow up of the work plan implementation. The position will also be in support for developing and implementing technical reporting and communication activities for the Salonga National Park in close collaboration with Kinshasa based sectorial leaders (Communication Manager, Forest and Agriculture Coordinator, M&E...).

### Main responsibilities:

#### *Partnerships*

- Support the Park Director in gathering data and information from various implementing partners working in and around the park for the UGPNS (Unité de Gestion du Parc National de la Salonga) and Steering committee as well as for monthly and quarterly reporting.
- Support the consolidation of partners work plans to enhance the coherence and visibility of the Park management amongst various stakeholders.
- Organize bi-weekly meetings between the UGPNS and partners for activities monitoring and evaluation.
- Support active participation of PNS partners in all steps of the Programme Cycle Management and strengthening partners' capacities in pre-identified areas.
- Contribute to advancing the Salonga co-management approach through reinforcing a one team spirit between WWF and ICCN staff (team building activities, facilitating the daily parade with Eco guards...)
- Assist in identification, establishment and coordination of other key strategic partnerships, including local/international implementing partners and academic/ research institutions.

#### *Development and Fundraising*

- Assist the proposal development and perusal of fundraising opportunities for the Salonga Program.
- Assist in the preparation of technical reports assuring compliance with technical reporting requirements, including the preparation of work plan and budget development.
- Act as the first line in the consolidation of the narrative reports from ISCO, Oxfam, WWF, WCS, MPI, ZSL and other partners. Compare it to the financial performance and submit to the Park Director for approval and submission.
- Assist the Salonga landscape team on other technical issues.
- Assist the Park Director in maintaining the Park coherence beyond different programs and donors investing in the area.

#### *Communications*

- Support the development and implementation of a Salonga Program communication strategy.
- In full collaboration with WWF DRC and Germany Communication teams feed the Salonga Website with good stories emerging from the Park's day-to-day life.

#### *Conservation Planning and Administration*

- Support that programmes are implemented in a consultative, participative, transparent gender sensitive and community / indigenous right based way including an emphasis on internationally accepted code of conducts.
- Assist in program oversight and coordination, implementation, and administrative/financial management as requested by Salonga Park Director.
- Assist in the development of operational plans and any other related needs for a timely submission to the donors.

## Required Qualifications, Skills and Competencies

- Acceptable working knowledge of park management and what it takes to effectively manage a large-scale park. Understanding of forest and wildlife ecology, and natural resource management principles is important.
- Clear understanding of community-based natural resource management and rural livelihood issues.
- Strong administrative and financial management skills and excellent organizational skills.
- Excellent people and project management skills to handle complex, multi-faceted projects, and to negotiate and resolve conflicts.
- Excellent oral and written communications skills in French and English. Experience working with government officials and donors.
- Ability to live and work in remote and difficult conditions.
- Ability to live in multicultural context and acceptance of local values.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

## How to apply?

Interested candidates who meet the above requirements are invited to send:

- A cover letter
- A detailed CV with 3 references

All applications should be sent to [recruit-wwfdrc@wwfdrc.org](mailto:recruit-wwfdrc@wwfdrc.org). The subject should read **SNP-PA**  
**Deadline for applications: 29 October 2017**

*WWF is an equal opportunity employer and committed to having a diverse workforce.*