



**GHANA
WILDLIFE
SOCIETY**

GHANA WILDLIFE SOCIETY (GWS) JOB VACANCY

<i>Job Title:</i>	Director, Conservation and Research Programmes
<i>Duty Post:</i>	Conservation Education Centre, Accra
<i>Reports to:</i>	Executive Director
<i>Supervises:</i>	Programme Managers (KBAs/IBAs, Migratory Birds and Flyways, etc)
<i>Contract Duration:</i>	One-year (renewable based on performance)
<i>Job Purpose:</i>	Responsible for the development, coordination, supervision and implementation of the Society's biodiversity research and conservation programmes. Specific duties will include fundraising and project management, identification, planning and execution of mission oriented scientific research on biodiversity conservation issues.

JOB DESCRIPTION

1. Conservation Science

- Define a vision and strategy for the development of the Society's conservation programme portfolio.
- Identify priority biodiversity conservation issues in the country that the Society needs to focus on in the immediate future.
- Support implementation of research activities to improve knowledge on the distribution, trends, population and status of threatened species for selected taxonomic groups in Ghana.
- Supervise commissioned surveys/studies and work closely with consultants/researchers at relevant sites.
- Produce technical papers and research publications.
- Spearhead/work in collaboration with other national stakeholders in the identification, mapping and monitoring of Key Biodiversity Areas in Ghana.

2. Project Management

Project Team Management:

- Provide line management to project staff as required through goal/target setting, continuous performance management, annual appraisal, capacity strengthening and personal development planning to ensure the efficient and effective delivery of project.
- Coordinate and manage project input from relevant technical and operational staff and



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project partners in line with agreed project team structure.

- Encourage a culture of excellent communication and collaboration among Research and Conservation team members.

Project Planning & Implementation:

- Support project team members to ensure up-to-date workplans and budgets are in place to meet project objectives and timelines and ensure that projects are implemented in line with workplans and within budgets.
- Work with local partners and consultants, taking into account GWS existing approaches and donor grant procedures, and ensuring appropriate monitoring and review processes are fulfilled.
- Scout for supplementary human resources required to ensure timely and cost-effective delivery, including the management of consultants and other sub-contractors of relevant projects.

Fundraising:

- Develop fundraising strategy and fundraising plan to seek funding for the implementation projects to address conservation priorities identified by the Society.
- Spearhead fundraising activities to address issues of conservation priorities identified by the Society.
- Identify possible funding sources for projects and seek funding for the implementation of projects.
- Liaise with GWS project donors and continuously look for other potential donors

Personal skills:

- Project management skills with proven experience in implementation of research and conservation projects.
- Excellent leadership and people management skills, with ability to motivate and manage individuals to achieve excellence.
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- Ability to plan and think strategically in a complex multi-stakeholder environment.
- Strong technical skills relating to conservation.
- Proven ability to collaborate effectively with partner organisations, including governments, NGOs, community groups and businesses.
- English language proficiency (written and oral).
- Strong verbal communication and diplomacy skills, with ability to present, negotiate and persuade at all levels with confidence and credibility, including supporting community



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engagement and relations with technical experts and government.

PERSON SPECIFICATION

Qualifications and Experience:

- An MPhil/PhD in the biological sciences (Botany, Zoology, etc.) Natural Resources Management or a related field with minimum of 5 years' experience in a scientific officer position.
- Track record in project proposal development, coordination of field projects and programme staff is crucial.
- Proven communication skills (written and oral, particularly scientific reporting and presentation).
- Familiarity with basic computer applications and software (e.g. MS Word, MS Excel, MS Project, GIS, STATA and others).
- A strong technical background and understanding of a range of conservation issues, including protected area management, sustainable agriculture in conservation landscapes, conservation financing.
- Proven experience of large-size project implementation, including financial management and administration.
- Experience managing teams to deliver complex projects.
- Experience working with partners, government institutions and communities.

Interested applicants may submit an application outlining their motivation for the job and what they hope to bring to the position, plus a CV (max. 5 pages) to consdc.2025@gmail.com. **Deadline: - July 16, 2025.**