



## Background

The Ghana Wildlife Society (GWS) is a non-governmental, non-political, and non-profit making conservation organization headquartered in Accra. Our mission is to conserve wildlife in all its forms for improved quality of life for all people. We belong to BirdLife International, the world's largest nature conservation partnership of 120 autonomous NGOs around the world. Our work is firmly rooted in partnerships and relies on science that inspires positive conservation action in collaboration with communities, civil society groups, businesses, universities, and government. To support corporate organizations to reduce their ecological footprints, we work in partnership with private sector players and public institutions to fashion out business models that safeguard biodiversity. Our current corporate engagement spans mining, oil and gas, forestry, agriculture, infrastructure development, and renewable energy sectors. We rely on scientific evidence through research projects to engage decision-makers and influence national policy. We raise environmental awareness and work with the youth through the Wildlife Clubs of Ghana (WCG) - a junior wing of the Society.

## Job Description

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|---------------------------|---|
| <b>Job Title:</b>         | Project Officer - Conservation and Research   |
| <b>Duty Post:</b>         | Conservation Education Centre, Accra, with travels to project locations   |
| <b>Reports to:</b>        | Director, Conservation & Research   |
| <b>Supervises:</b>        | Field staff (if any).   |
| <b>Contract Duration:</b> | 12-months (renewable based on performance)  |
| <b>Job Purpose:</b>       | The Project Officer will support the development and implementation of specific conservation projects. The candidate must have strong field experience and skills in relevant aspects of conservation and sustainable land-use management and/ or sustainable agriculture and have a strong proven record of implementing conservation projects, with requisite operational, project, grant, and financial management skills. |



## Responsibilities

- Manage the implementation of specific programmes and projects of the Biodiversity Research and Conservation Science Unit to the highest standards and in line with donor requirements.
- Provide line management to field staff (if any) 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 projects.
- Coordinate and manage project inputs from relevant technical and operational staff and project partners in line with agreed project team structure.
- Assist in the development of targeted research proposals and fundraising towards the implementation of programmes of the Biodiversity Research and Conservation Science Unit.
- Assist the development and implementation of conservation action plans to protect priority conservation sites/species in the country.
- Support the implementation of community livelihood activities to engender support for biodiversity conservation.
- Support bird population monitoring schemes, including GWS-supported base bird monitoring programmes
- Support field surveys and monitoring at Key Biodiversity Areas (KBAs).
- Support field data collection, analysis, and production of reports and other required documents (e.g., work plans, implementation plans, annual reports, etc.).
- Assist in the compilation of technical papers, manuscripts, brochures, newsletters, and other research-based publications for the Biodiversity Research and Conservation Science Unit.

## Personal Skills

- Project management skills with proven experience in the implementation of conservation projects.
- Excellent leadership and people management skills, with the ability to motivate and manage individuals to achieve excellence.
- Proven grant financial and budget management skills.
- Strong technical skills relating to conservation/sustainable agriculture in conservation landscapes.
- Proven ability to collaborate effectively with partner organizations, including governments, NGOs, community groups, and businesses.
- Strong verbal communication and diplomacy skills, with the ability to present, negotiate, and persuade at all levels with confidence and credibility, including supporting community engagement and relations with technical experts and government.



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- Strong written communication skills, including report and proposal writing.

## Qualifications/Experience

- A Masters' degree or equivalent in a conservation/natural resource management or biological science field.
- Relevant experience in coordinating conservation projects.
- A strong technical background and understanding of various conservation issues, particularly protected area management, sustainable agriculture in conservation landscapes, and conservation financing.
- Experience working with partners, government institutions, and communities.

## To apply:

Send:

- a cover letter explaining why you are suitable for the position;
- a CV, including contact details of two referees.

Email your application to [info@ghanawildlifesociety.org](mailto:info@ghanawildlifesociety.org). Closing date for applications is Wednesday, 15 November 2023 (23:59 GMT).