



Project Administrator, Working with communities to reduce deforestation and alleviate poverty in the Virunga-Hoyo region, DRC

Zoological Society of London (ZSL)

May 2010

The Zoological Society of London (ZSL), a charity founded in 1826, is a world-renowned centre of excellence for conservation science and applied conservation, working in over 50 countries around the world. ZSL has been working in the Democratic Republic of Congo (DRC) since 2001 to support ICCN (*Institut Congolais pour la Conservation de la Nature*) as the country emerges from a sustained period of civil conflict, carrying out capacity building, training, park infrastructure rehabilitation, patrol/ranger support and socio-economic/ecological research and monitoring, supported by donors including the European Commission, UNESCO, the UK's Darwin Initiative and the USFWS. Since 2004, ZSL's conservation activities in DRC have focused on Virunga National Park, in particular in and around its northern sector.

ZSL is now leading a major new multi-partner €2.3 million project in the Virunga-Hoyo region (the area around Virunga National Park and within a forest corridor to the north as far as Mt Hoyo Reserve), which aims to work with local communities to develop multiple strategies to reduce rates of deforestation and forest degradation and create alternative sources of income, including carbon finance. It is supported by the Congo Basin Forest Fund (CBFF), which is administered by the African Development Bank, and will run for three years from June 2010. In addition to ICCN, ZSL's partners on this project are the Wildlife Conservation Society, WWF, ESCO-Kivu and the Conservation Company, and the project will be carried out in close collaboration with the Ministry of Environment's REDD national coordination. The CBFF project will be complemented by a separate Darwin Initiative-funded project being managed by ZSL, which is focused on conservation of the okapi across its range and includes biodiversity surveys in the Virunga-Hoyo region.

A candidate with strong administrative skills and an interest in conservation is sought to assist in managing this exciting new project. Responsibilities include administration, logistics, budgeting, contracting, accounting, report compilation, personnel management, partner liaison, planning, coordination and monitoring of project sub-grants and project activities, communications (including website management), and assisting with project development and fundraising. The Project Administrator will work closely with the DRC-based Project Manager and team of 8+ staff, as well as the abovementioned partners, to ensure the project is successfully executed on time and to budget.

The postholder should hold a BSc or MSc in a relevant discipline, be hardworking and have a high standard of written English (with French desirable), initiative, the ability to work independently, excellent organisational and administrative skills and experience of managing accounts and grants, preferably for conservation projects. An interest and background in conservation and previous travel/work in Central Africa would be beneficial.

The position will be based in ZSL's offices in London. Occasional project visits to DRC may be required for meetings and to monitor project activities. The position will be available for three years from June 2010, with possibility of extension depending on funding. The salary will be €25,806 p.a. (including London weighting), with additional employer's National Insurance contribution and non-contributory pension. The position is to start as soon as possible.

Applicants should send their CV and a covering letter detailing relevant experience and skills, and including a possible start date, by email to ZSL's HR Department (hr@zsl.org) by Monday 31st May 2010. Terms of reference for the position can be found on the ZSL website (www.zsl.org/info/jobs). We regret that we will only be able to contact applicants who have been selected for interview.

The Zoological Society of London is a charity registered in England and Wales: no. 208728.