

**Senior Manager, Animal Care
at HSI Liberia's Second Chance Chimpanzee Refuge
Charlesville, Margibi County, Liberia**

PURPOSE OF THE POSITION:

To oversee sanctuary care operations including the high-quality daily care of the chimpanzees, resource and asset management, infrastructure development, staff development, and community relations. Upholds established sanctuary procedures and regulations within the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs the day-to-day aspects of animal husbandry and ensures the animals receive high quality care. This includes, but is not limited to, creating and modifying animal husbandry protocols, assisting with the design and execution of nutrition plans, assisting with the creation and modification of enclosures, and coordinating with the Director or resident veterinarian on wellness exams and emergency care. Serves as Acting Director when the Director is on leave.
2. Oversees and manages animal care staff rosters and ensures the continuity of operations at all times. Manages the work of the animal care staff and ensures that staff achieve their goals including providing staff with guidance and advice, training, performance management, leadership development, and career development. Facilitates routine staff and management meetings and documents and files minutes.
3. Ensures efficient, cost effective and well documented procurement and usage of animal care supplies, animal food, and medical supplies as needed.
4. In conjunction with the Director of Facilities, oversees the efficient use of organization resources including the usage of the TOTAL fuel card, fuel and oils, and vehicle and boat maintenance.
5. Ensures all daily care operations are confined within HSI approved operational procedures and protocols and ensures that staff observe them.
6. Ensures regularly scheduled reports on chimpanzee welfare, logistics, and staffing issues are submitted on time.
7. Works as a community liaison for the organization within our operational area. Assists with community development projects and reports progress to the Director.
8. Supports public outreach efforts, including scheduling tours for visitors (tourists and student groups), including media outlets, to the islands and educates them about the chimpanzees. Works closely with HSI staff, volunteers, trustees, and donors that visit the project site and helps them meet the objectives of their stay.
9. Supports and participates in organization public campaigns, including media and public meetings, as assigned by the Director or responsible HSI office. Captures photographic and media records for HSI fundraising and media campaigns.
10. Performs other duties or responsibilities, as assigned.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree or equivalent work experience required.
2. A minimum of five (5) years of experience working with chimpanzees or other primates, preferably in a sanctuary or zoological setting, required.
3. Supervisory/management experience required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. A valid driver's license and clean driving record are desirable.

2. Must be up to date on all relevant vaccinations including MMR (measles, mumps, and rubella), Hepatitis A, Hepatitis B, Tetanus, Yellow Fever, and Rabies.
3. Must be free of any infectious diseases that are transmissible to chimpanzees; must be willing to stay home when infected with short-term transmissible illnesses, such as rhinoviruses and the flu.
4. Must provide a negative TB test on an annual basis.
5. Strong knowledge of Microsoft Suite (Word, PowerPoint, Excel, Outlook).
6. Ability to lead and guide staff to meet department and organizational goals. Strong knowledge of staff management practices. Flexible, willing to learn, and anticipates the needs of self and staff.
7. Ability to set a positive tone for employees during their day.
8. Comfortable in a fast-paced environment with frequent deadlines; high energy, self-motivated and proactive.
9. Ability to manage issues requiring problem resolution and conflict management with excellent interpersonal and intervention skills.
10. Must be fluent in English with excellent written and verbal communication skills.
11. Attention to detail and commitment to excellence, demonstrated by the delivery of quality and timely outcomes.
12. Strong interest in animal protection issues preferred.

This position is based in Charlesville, Margibi County, Liberia. A housing stipend will be provided. When applying, please submit cover letter and resume to HSILiberia@hsi.org