**Recrutement of an Exécutive Director for the Chimpanzee Conservation pour le Centre de Conservation pour Chimpanzés en République de Guinée**

**Post : Exécutive Director of the CCC**

The CCC Director is responsible for the activities of the Chimpanzee Conservation Center (CCC) and its teams. Thus he/she must ensure the proper coordination of the activities of the sanctuary, environmental awareness activities, protection of the Upper Niger National Park, and community projects by working closely with all the teams concerned and their respective managers or directors. He/she is responsible for the sound financial management of the CCC, lobbying, relations with the authorities, institutions, donors, resource persons in Guinea.

He/She will work with the Board and develop action plans, funding and logical frameworks to manage and secure funding for CCC activities validated by the Board. He/She will work with partner organizations to seek funding and write reports for international donors.

**Rôles du/de la directeur/rice du CCC:**

* Ensure that the managers/directors of each section correctly coordinate the activities of the CCC
* Be a leader and and driving force in the sustainable development of the CCC
* Maintaining and developing relationships with local, regional and national authorities, as well as with CCC partners
* Administrative and financial management of the CCC in real time
* Follow-up of the planning / Logistic management of major works and crucial equipment (cars, motorcycles, group, etc.) with the team in charge in the field
* Compliance of local and expatriate contracts and legal and institutional monitoring of the CCC
* Development of projects and participation in fundraising
* Writing narrative and financial reports with support organizations
* Management of the teams under his/er responsibility and evaluations of the key managers/directors bi-annually
* Ensure a transparent and regular link between the CA and the teams under his/her responsibility

**Experience/skills:**

* Significant experience and/or diploma in management, project management, conservation or management of protected areas
* At least 5 years of experience in team management in a protection/conservation project. In Africa would be a plus.
* Demonstrated experience in administrative and financial management, including the production of financial and narrative reports
* Excellent planning and communication skills
* Excellent ability to anticipate
* Ability to build and maintain relationships with external partners
* Ability to formalize information for fundraising and reporting
* Team spirit and ability to motivate and support teams
* Positive energy, ability to solve problems and willingness to transmit
* Mastery of basic IT tools (Word, Excel)
* Proficiency in accounting software a plus
* Speak and write French fluently; good command of written and spoken English

**Additional skills:** Knowledge of African culture and the way Guinean institutions work a plus.

**Conditions :**

* The position is to be filled as soon as possible for 1 year renewable, with a trial period of 3 months.
* The contract is signed with the association Project Primates Guinea, which legally manages the CCC.
* The remuneration is $1,000 per month during the 3 months trial period and $1,200 thereafter, scalable according to the quality of the work accomplished and the funding raised. The director will benefit from 8 weeks of vacation per year and a return plane ticket from Guinea to his/her country of origin. During his/her stay at the CCC, the director may benefit from one day off per week. Repatriation insurance will be reimbursed after the trial period up to a maximum of $500.The first ticket will be refunded at the end of the trial if it is conclusive.
* The living expenses in Guinea (transport, accommodation), within the context of its missions, are covered according to a scale established in advance according to the costs of living. He/she will be based in Faranah where the CCC has an office for the first 6 months in order to acquaint themselves with all the activities of the CCC but will he/shee will then be required to travel regularly according to service needs in Conakry.

Please send a **CV, cover letter and the names of three referees** to projetprimates.france@yahoo.fr

**Closing date:** September 15th, 2022