



Bwindi Mgahinga Conservation Trust

JOB OPPORTUNITIES

Bwindi Mgahinga Conservation Trust (BMCT) established in 1994, with the major aim of providing long-term reliable support for projects promoting research, conservation of biological diversity and sustainable use of natural resources in the Mgahinga Gorilla National Park (MGNP) and Bwindi Impenetrable National Park (BINP) while at the same time promoting the well-being of neighboring communities is desirous of recruiting staff in the following positions.

1. Job Title: Trust Administrator (1 position);
Reporting: Trust Management Board;
Supervising: All staff

The Trust Administrator has overall executive responsibility of the Trust Management Unit (TAU), general management and implementation of programmes to enhance performance of the BMCT.

Key Responsibilities:

- (i) Implementation of the BMCT policies, strategies and plans as approved by the Trust Management Board (TMB).
- (ii) Supervises implementation of the Trust Investment strategy and policy.
- (iii) Manages human resources attraction, development, motivation and retention of the TAU team.
- (iv) Facilitates TMB committees and TMB sub-committees to perform their oversight functions
- (v) Manages proper use and control/safety of BMCT assets.
- (vi) Promotes BMCT's visibility and corporate image
- (vii) Spearhead and coordinate the fundraising function of BMCT and ensure proper investment and use of raised resources.
- (viii) Co-ordinate, supervise and evaluate BMCT's operations and make recommendations to TMB.
- (ix) Ensure professional management of the Trust through development of transparent, accountable and efficient management systems for the Trust's financial and other resources.
- (x) Represent BMCT at all key public functions
- (xi) Ensure timely submission of accurate financial reports.

- (xii) Any other duties that the Trust Management Board may assign from time to time.

Qualifications:

The Trust Administrator should have relevant educational background with the ability to call upon a wide variety of specialized skills. A post-graduate degree in natural resources management, biological sciences, business management or equivalent practical work experience is essential.

Skills:

- o Good inter-personal skills, able to communicate effectively, confident and able to deal with a wide range of people.
- o Strong and demonstrated analytical skills, conceptual and strategic planning competence.
- o Environment management skills.

Experience Profile:

- o At least ten years' experience in management of donor funded biodiversity conservation programs.
- o NGO work experience.
- o Program management experience (minimum of ten years as a manager or administrator); And
- o Proven managerial and administrative experience, financial (budgeting, accounting and analysis) and human resources (delegating, appraising, coaching, and mentoring staff).

2. Job Title: Programme Officer Partnerships;
Reporting: Programme Manager; **Supervising:** Office Attendant

Main Purpose of the Job:

1. To represent BMCT interests at partners, donor and government meetings.
2. Day to day management of BMCT's offices and other assets in Kampala

Key Responsibilities:

- I. To procure and dispatch BMCT requirements as directed by the TAU in Kabale.
- II. To participate in fundraising efforts of BMCT.
- III. To promote BMCT public image in Kampala.
- IV. To ensure steady flow of information between the

Board and the TAU office in Kabale.

- V. To organize and arrange venues for the TMB meetings and process facilitations for the members.
- VI. To arrange for repair/servicing of equipment and vehicles of BMCT,
- VII. To look for investment and fundraising opportunities in Kampala and recommend to TAU for consideration.
- VIII. Prepare monthly reports.
- IX. Any other duties as may be assigned by the Trust Administrator.

Skills

- Good interpersonal and communication skills, ability to deal with donors, government officers, partners and other supporters.
- Business management skills, knowledge of environment and development issues.
- Ability to write concept papers and computer skills.

Qualifications:

A good university degree in Management, Social Sciences, administration with a good knowledge of conservation, fundraising, communications and advocacy. Additional qualifications in these areas is an added advantage.

Experience

At least five years' experience in a similar position and at least three years' experience with donor/NGO funded projects.

3. Job Title: Programme Officer Community Development;
Reporting to: Programme Manager

Main purpose of the job:

The overall responsibility of a Programme Officer Community Development is to carry out; Community awareness and sensitization about the BMCT's Mission, Vision and Objectives; implementation and monitoring of community livelihood improvement projects.

Key responsibilities:

1. Develop institutional linkages with local

governments and NGOs in the BMCT working area connected with conservation of BMCA and implementation of BMCT community development projects.

2. Maintain a liaison and co-operation with partners in realizing BMCT mission.
3. Identify enterprises / income generating activities for improving livelihoods for communities through participatory assessments and identification of constraints/opportunities for improving livelihoods of communities in BMCT's working area.
4. Administer and implement approved community development project activities through the agreed work plans and budgets.
5. Carry out community awareness education in sustainable conservation and development in BMCA region.
6. Produce and maintain projects development, implementation monitoring and evaluation reports in accordance with laid down procedures.
- (vii) Any other task as may be assigned by the immediate supervisor.

Qualifications:

A good university degree in Agriculture, Tourism, Social Sciences, Natural Resources Management, Environmental, or Rural Development Studies. Experience in PRA methods, computer literate, ability to work with minimum supervision. Additional post graduate qualifications in these areas and possession of a valid motor cycle riding license will be added advantages.

A minimum of five years' similar work with a rural development/ conservation NGO is required.

How to Apply:

Applications together with copies of Academic certificates, transcripts, detailed CV including names of three work referees with their email and telephone contacts should be forwarded or hand delivered to the address below not later than 5pm on 4th March 2016.

The Trust Administrator, BMCT, Plot 4 Coryndon Road, P.O Box 1064 Kabale-Uganda.
Email bmct@bwinditrust.org