



JOB VACANCY

The West African Primate Conservation Action (WAPCA) is looking for an Insitu Project Coordinator for its community-based field work in the Western Region. WAPCA is a small local NGO working to protect the endangered primates of Ghana and their habitats. More information can be found here: www.wapca.org.

Those interested in applying for the position should read the job description, conditions of service and applicant criteria carefully before submitting a covering letter and 2-page CV via email to andrea.dempsey@wapca.org by the **9th November**. Interviews will take place on **18th November** in Accra. Only successful applicants will be contacted.

Applicant Criteria

- Must have at least three years paid experience in same or similar sector, those working in biodiversity and/or those with CREMA experience will be favored.
- Ideally hold a Masters, must hold a Bachelor degree in a relevant subject
- Excellent knowledge on current biodiversity, climate change & environmental issues
- Ideally speak Twi, Fante, Nzema and/or Ahanta West. Must have excellent written and spoken English. French also favorable.
- Must be proficient in Microsoft Office including Word, Excel, Powerpoint and OneDrive and hold a clean driving license.
- Must have excellent communication and inter-personal skills
- Key skills: time management, attention to detail, team player, self-motivated, work well to deadlines, delegation, able to prioritize, prepared to work evenings/weekends, monitoring and evaluation, public speaking, leadership, draft and follow logframes/budgets, problem and conflict resolution.
- All team members and associates treated with respect and equality regardless of sex, race, religion or sexually orientation.



Job Description

The Insitu Project Coordinator is responsible for leading all field activities in primarily two sites; Ankasa-Tano and Cape Three Point Forest Reserve. It is the main objective of the Coordinator to design, plan, monitor and evaluate field projects ensuring activity completion and project progression in a timely manner. Please note, time in the field will be limited.

Coordinator Key Roles:

Project implementation

- Contribute to project design and conceptualization; logframe and work/action plan development.
- Maintain excellent communication/relationship with stakeholder/partners through regular and minuted meetings, giving powerpoint presentations upon request.
- Maintaining regular engagement with project communities, attending CREMA AGMS, trainings and workshops
- Complete technical reports, update monitoring and evaluation plans, review/update action plans and other documentation for effective project management.
- Drafting of official project documentation including but not limited to contracts, TORs, byelaws, management plans, constitutions, and facilitate circulation and feedback by team for final production.
- Support wildlife monitoring in project sites using technology such as camera traps & audio recordings, as well as supporting community patrols.
- Manage tree nurseries, husbandry and seedling care, monitor tree planting and mortality.
- Report and confiscate illegally held primates
- Arrange transboundary logistics/documentation when required and represent WAPCA on the Transboundary Steering Committee.



Fundraising

- Identify funding opportunities
- Contribute to the development of funding budgets
- Provide content for funding applications
- Host donors on field visits

Administrative

- Manage day to day expenses for field projects
- Generate monthly and yearly activities and indicator report
- Follow WAPCA operation protocols

Research & Education

- Contribute to the design and support the implementation of conservation education
- Facilitation of research projects as part of the WAPCA Research Group
- Host visiting supervisors

This is not an exhausted list and other responsibilities maybe assigned as deemed necessary by the Programme Manager within your capacity as Insitu Projects Coordinator

Reports to: WAPCA Programme Manager.

Oversees: Four field team members. National Service persons, volunteers/interns



Conditions of Service

STATION

- Base station will be in AGONA.
- It is required for Coordinator to relocate to Agona, WAPCA will support rent payments
- You are expected to work a 40 hour week
- You are required to spend a minimum of two days a week completing office-based tasks

SALARY

- Gross salary is based on experience.
- Annual pay increase is performance based and in line with inflation rate. During a period of warning, no pay increase will be given.
- Pay increase is funding dependent and is not guaranteed
- Salary is paid on the 24th of each month, in case of this date falling on a weekend salary will be paid on the Friday before
- December salary is doubled and paid on or around 14th December

OPERATIONAL PROTOCOLS

- You will be expected to make at least one monthly call to the Programme Manager
- End of month reports/indicator tables should reach the office via email no later than 7th of each month.
- Expenditure sheets, reconciliation forms, cash books and all receipts should be uploaded by the 5th of every month
- Receipts should arrive at the office or to a bus depot no later than the 10th of each month.
- Work plans, written activities and technical reports and any additional reports required for funding and publication should be submitted to the Accra office by deadlines set with one extension permitted (agreed in advance)
- Emails should be responded to within three days of receipt
- Emails should be sent from an official @wapca.org address with appropriate signature
- Whatsapp messages should be responded to with one day of receipt

OUT OF STATION

- Any nights spent away from base station must be authorized by the Programme Manager. For these nights, accommodation and travel costs will be covered by WAPCA and a per diem agreed in advance. Alcohol is not covered. A receipt for expenses over the agreed amount should be obtained and justified on return.
- A fixed per diem to cover field visit costs is provided monthly, upon delivery of monthly reports/expenses.



LEAVE

- Your annual leave period shall be 28 working days per annum, to be agreed in advance. A minimum of 5 days can be rolled over from the previous year.
- Leave request form must be submitted and approved before leave is taken
- Paid sick leave is given upon informing Programme Manager on the first day of sickness. An employee who is off sick for more than 5 consecutive days is required to produce a medical certificate signed by a medical practitioner or any other person who is certified to diagnose and treat patients, and who is registered with a professional council established by an Act of Parliament. In other words, a medical certificate signed by a clinic assistant or traditional healer is not acceptable. If the employee does not produce the required medical certificate as above, then the employer is entitled to treat the period of absence as unpaid leave, and the employee is not entitled to request that it be taken as paid annual leave.
- Compassionate leave can be granted on a case by case basis, maximum 14 days
- Paternity Leave is granted, maximum 14 days. This can be extended for multiple births or complications

MEDICAL CARE

- Medical care benefit is not a statutory benefit in Ghana. However, medical care has become accessible to workers through the National Health Insurance Scheme (NHIS). The Social Security and National Insurance Trust (SSNIT) makes mandatory contribution of 2.5 percent out of members' monthly social security contribution (13.5 %) on their behalf. The organization therefore encourages all employees to register under the NHIS. The organization will however refund the medical bills of members of staff upon evidence from a competent medical officer from government-approved hospitals, clinics and polyclinics. The ceiling of bill to be refunded will be 1500 Ghc (accumulatively per year)

TRAINING

- WAPCA encourages continued training and capacity development of its employees to be able to keep up with the rapid changes in the modern workplace and for the organization to achieve its mandate. On-the-job training is particularly crucial to periodically upgrade employees' skills to improve efficiency and maximize output. On the job training comes in the form of seminars, facilitated workshops, colloquiums, conferences etc. The organization will set aside annual budget to fund training in addition to what it can provide through its partners. Training opportunities will be open to every employee of the organization.



EQUIPMENT

- You have shared use of the WAPCA field vehicle, maintenance and fuel is covered by WAPCA
- You must ensure careful storage, use and maintenance of the vehicle and all WAPCA equipment in your possession (GPS, computer, audio-visual equipment, etc.). Any need for repair or replacement must be reported to the Accra office.
- Any new equipment must be added to the WAPCA asset register, with supporting photographs.