



POSITION : Special Project Manager
ORGANISATION : African Parks – South Sudan
LOCATION : Badingilo National Park
REPORTING TO : Park Manager
Duration : Two (2) Years
EXPECTED START DATE : *As Soon As Possible*



BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Badingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM². The parks host the largest wildlife migration in the world covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

JOB OVERVIEW:

The Special Projects Manager plays a key role in supporting the management and operations of Badingilo National Park and Landscape with administrative aspects, including preparation of key documents and supports various departments in technical and administrative issues where required. The nature of the position will require close coordination with various departments on a broad range of aspects.

MAIN ROLES & RESPONSIBILITIES:

- Assist in preparing key strategic documents, including monitoring the execution of five-year business plan and annual work plans.
- Oversee the park's central calendar, scheduling meetings, travel, group events, and other commitments.
- Coordinate stakeholder travel bookings in line with African Parks policies and procedures.
- Ensure work continuity by documenting and communicating necessary actions to management.
- Help organize workshops, meetings, and events when needed.
- Maintain clear communication with key stakeholders, partners, and external organizations.
- Support the Park Manager with various tasks, including reporting, to ensure smooth operations.
- Assist and support park level procurement and logistics processes.
- Assist with the aviation department when required, co-ordinating between local CAA and park personnel. Update and maintain aircraft documents.
- Assist the Funding and Reporting Manager (FRM) with:
 - Managing the Business Plan and Work Plan Tracker.





- Coordinating and compiling park reports for internal and external use.
- Collecting content, imagery and narratives from HoDs on activities.
- Work collaboratively with the FRM and Country Representative to help identify and plan strategies to position AP South Sudan with potential partners and donors.
- Assist with operation driven initiatives that will promote the Project
- Assist the Park Manager with specific duties and initiatives.

Academic & experience required.

- Minimum of 5 years of experience in project coordination or management, preferably within the conservation, non-profit, or related sectors.
- Experience in coordinating stakeholder travel and managing calendars for senior management.
- Excellent communication skills, both written and verbal, with the ability to interact with a wide range of stakeholders.

HOW TO APPLY:

Interested candidates should submit a cover letter detailing their experience and motivation for the position, along with an updated CV to ssrecruitment@africanparks.org or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South**, by **Friday, 4 April 2025**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

