



POSITION : Assistant Funding and Reproting Manager
ORGANISATION : African Parks – South Sudan
LOCATION : Badingilo National Park
REPORTING TO : Funding and Reporting Manager
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 Bandingilo 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 Assistant Funding and Reporting Manager (FRM) will support in the management and development of the organization's donor relations and grant portfolio across the landscape in South Sudan. They will work directly under the supervision of the FRM to ensure compliance with donor regulations and will collaborate with the team to support the production of high-quality reports for internal and external use, the development and communication of funding needs, and the implementation of robust data collection and impact analysis.

MAIN ROLES & RESPONSIBILITIES:

- Assist in the management of the grant portfolio:
 - Help to ensure compliance with grant terms and regulations by liaising with Heads of Departments and Finance teams.
 - Assist in the coordination and monitoring of grant workplans and achievement of objectives.
 - Support the FRM in briefing Heads of Departments on key deliverables and monitoring risks related to the execution of project activities
- Support in the securing of new funding for the parks:
 - Assist in writing grant proposals in coordination with the FRM and the AP fundraising team.
 - Upon request, contribute to documents identifying the park's funding needs and develop proposals or concept notes
- Assist with internal and external reporting and communications:
 - Assist FRM with the compilation and development of reports for all purposes.
 - Ensure data accuracy in source systems and work with Heads of Departments on data collection methodology.





- Assist in the preparation of analytical reports and impact assessments that inform data-driven decision-making.
- In coordination with the communications team, assist in development of public communications materials
- Assist with coordination of park strategies and external relations:
 - Provide support in managing complex projects, coordinating the contributions of several teams and ensuring that work is accurate, usually for several projects.
 - Support the park team in drafting operational documents such as business plans.
 - Assist in facilitation of visits to the park by key stakeholders.

Academic & experience required.

- University degree in finance, project management, nature conservation, or similar field.
- Strong mastery of English language (written and spoken) with ability to write high-quality reports and communicate technical details fluently.
- Experience working in project management, with preference for the biodiversity conservation sector.
- Experience with writing technical documents, reports, and communications materials for audiences not familiar with the context.
- Experience with monitoring and evaluation frameworks and data collection methodologies.
- Strong command of IT tools and software, such as Microsoft Office, including Excel.
- Experience working with and managing budgets and financial reports.
- Experience working and living in remote areas, or strong willingness to do so;
- Culturally sensitive, able and interested in working with a multi-ethnic team and work environment.
- Emotional intelligence, patience & communication skills, using calm but solutions-oriented demeanour.
- Attention to detail and ability to anticipate needs.
- Ability to collaborate in a team and adapt to constantly changing environments
- Knowledge of, and work experience in the area of intervention is a clear advantage.

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, 17 August 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.

