



TERMS OF REFERENCE

ABOUT US

The Elephant Protection Initiative (EPI) is a unique alliance of 23 African countries determined to conserve their elephants whilst meeting the aspirations of their people.

EPI countries are home to most of Africa's remaining elephants, with common policies on elephant conservation. This includes committing to implementing the African Elephant Action Plan (AEAP), a blueprint to save the species agreed by all elephant range states in 2010; putting ivory stockpiles beyond economic use; closing domestic ivory markets; and maintaining the 1989 international ban on the ivory trade.

In 2020, the EPI Foundation (EPIF) adopted Vision 2030 in recognition of the growing challenge of human-elephant conflict (HEC), including a focus on supporting countries to prevent and mitigate this conflict. Vision 2030 focuses on the harmonious coexistence between people and elephants whilst continuing work to meet the objectives of the EPI declaration.

The EPIF is a small and innovative organisation that serves as the Secretariat to the EPI and its member states. The EPIF works directly with government ministries and wildlife authorities in partnership with NGOs, IGOs, and the private sector.

THE ROLE

Job Title

Project Officer.

Contract

Consultancy, minimum 35 hours per week. 12-month contract period, subject to extension based on performance and funding.

Location

This is currently a remote role, based in Africa, preferably located in Benin, Kenya, or South Africa.

Salary

Competitive salary – subject to experience. Expenses will be reimbursed in line with EPIF policies and US Federal financial assistance regulations.

Objective

To assist in the delivery of support to EPI member states and partner countries on the technical implementation of the EPIF's proprietary Stockpile Management System (SMS) as well as the Gold Standards for the Management of Ivory and Other Wildlife Products.



Reporting:

The Project Officer will report directly to the Director of Stockpile Management.

RESPONSIBILITIES & DELIVERABLES

The Project Officer will have responsibilities across three broad areas.

- **SMS implementation:** this includes but is not limited to:
 - Reviewing the SMS software and providing feedback to the system administrators.
 - Providing troubleshooting support to SMS users across Africa.
 - Maintaining regular communications with SMS administrators in each country.
 - Undertaking inventories and audits of wildlife product stockpiles.

- **Gold Standards implementation:** this includes but is not limited to:
 - Undertaking assessments of existing storeroom facilities and their associated management procedures.
 - Recommending improvements to the security, organization, and management of existing storerooms.
 - Developing enhanced standard operating procedures for the security and management of wildlife product stockpiles and storerooms.
 - Delivering training courses and assisting the development of training and publicity materials.

- **Administrative support:** this includes but is not limited to:
 - Producing documentary support for the program, including minutes of meetings, travel and activity reports, drafting letters, Leahy vetting, budgets, workplans, etc.
 - Assisting in the development and management of new and existing tools within the program.
 - Developing and maintaining relationships with government officials, sub-awardees, and other partners.
 - Working with consultants and other service providers, where necessary, to undertake program activities.

The Project Officer will be expected to produce several deliverables, including but not limited to:

- Quarterly workplan which includes clear objectives and activities, together with successfully completed outputs and outcomes.
- Quarterly reports to the Director of Stockpile Management which will also align with the delivery of EPIF Board reports.
- Weekly workflows recording the hours and detail of activities undertaken that week (a minimum of 35 hours per week), submitted to the Head of Finance.
- Ad hoc reports on other activities - which outline the objectives, activities, outputs, outcomes, and next steps – including but not limited to meeting reports (both in-person and remote), summary reports on conferences attended, travel reports, etc.



This role will require regular international travel – with an estimated six trips a year, with an average of five days per trip.

SKILLS AND EXPERIENCE

Essential:

- Knowledge of security protocols and industry best practices.
- Experience in designing and delivering training to groups.
- Strong administrative skills.
- Excellent written and verbal communication skills.
- Willingness to travel internationally.

Desirable:

- Second language proficiency as spoken in an EPI member state (French, Portuguese, Kiswahili, etc.).
- Ability to work in cross-cultural environments.
- Strong analytical and problem-solving skills.
- Understanding of wildlife conservation issues, especially wildlife trafficking and the illegal wildlife trade.

As secretariat to the African-led Elephant Protection Initiative, the EPI Foundation strongly encourages Black, Indigenous and People of Colour to apply for all roles.

APPLICATIONS

Apply via email no later than 1700 BST on Friday 30 June 2023.

Interested candidates are to submit a CV (maximum two pages in PDF format) and a covering letter (maximum one page in PDF format) to info@elephantprotectioninitiative.org with the subject line: “Application – Project Officer”.

Applications that do not adhere to these requirements will be excluded from consideration. No late applications will be considered.