



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

Program Administrator.

Contract

Full-time, minimum 35 hours per week. Subject to a 3-month probationary period.

Location

This is a hybrid role. Candidates based in London, Nairobi, or Johannesburg are preferred but other locations will be considered.

Salary

£25,000.00 per annum – subject to experience. Expenses will be reimbursed in line with EPIF policies.

Objective

The Program Administrator will support the EPIF's Stockpile Management and Human-Elephant Conflict & Coexistence programs, ensuring effective and efficient administration of their projects.

The successful candidate will work closely with program staff, partner organisations, and other stakeholders to ensure the smooth delivery of the EPIF's fieldwork across Africa.



Reporting:

The Program Administrator will be part of a matrix reporting structure. They will report to the Head of Operations, but work to the following individuals in the execution of their duties:

- Director of Stockpile Management (2.5 days per week).
- Director of Human-Elephant Conflict & Coexistence (2.5 days per week).

RESPONSIBILITIES & DELIVERABLES

The Program Administrator will have responsibilities across three broad areas.

- **Program management:** the Program Administrator will provide administrative support to projects within the EPIF's portfolio. This includes but is not limited to:
 - Developing timelines, work plans and budgets, and tracking progress.
 - Working closely with the Directors help organise events (including meetings, training courses, inventories, exchange visits, etc.).
 - Coordinating travel and other logistics.
 - Maintaining records and documentation, such as minutes of meetings, travel reports, means of verification, etc.
 - Review and formatting of documents.
 - Reviewing expenses against budgets and accounting.
 - Maintaining of Monitoring and Evaluation data.
- **Grants management:** The Program Administrator will support the management of grants within the EPIF's portfolio. This includes but is not limited to:
 - Tracking applications and awards.
 - Coordinating with sub-awardees to ensure timely submission of reports and other material.
 - Maintaining records and documentation.
- **Partner management:** The Program Administrator will work closely with partner organisations to ensure effective collaboration and coordination. This includes but is not limited to:
 - Scheduling meetings and communication with partners.
 - Facilitating partner reporting and other requirements.
 - Maintaining partner records and documentation.

The Program Administrator will be expected to produce various 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 program Directors, 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.

SKILLS AND EXPERIENCE

Essential:

- Program management experience, including developing timelines, work plans, and budgets, and tracking progress.
- Strong organisational skills with the ability to schedule meetings, events, and travel logistics efficiently.
- Excellent attention to detail for reviewing and formatting documents.
- Familiarity with financial management, including reviewing expenses against budgets and accounting.
- Experience in grants management, including tracking applications and awards, and coordinating with sub-awardees.
- Effective communication and interpersonal skills for partner management, including scheduling meetings and facilitating reporting.
- Strong time management skills to handle multiple responsibilities and deliverables.
- Proficiency in using relevant software and tools for program, grants, and partner management.
- Flexibility and adaptability are essential in this role and ever-changing work environment. The successful candidate will demonstrate a strong willingness to learn, collaborate effectively, and take initiative as a self-starter.
- Excellent written and spoken English, and proofreading skills.

Desirable:

- Second language proficiency as spoken in an EPI member state (French, Portuguese, Kiswahili, etc.).
- Prior experience working in a similar role in a non-profit or development organization.
- Knowledge of Monitoring and Evaluation principles and experience in maintaining this data.
- Familiarity with project management methodologies and tools.
- Understanding of grant compliance and reporting requirements.
- Proficiency in data analysis and reporting.
- Ability to identify process improvements and suggest efficiency enhancements.
- Knowledge of relevant industry standards and best practices in program administration.

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 – Program Administrator”.

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