Title: Assistant manager  
Hiring Organization: Chimpanzee Conservation Center  
Date Posted: 2020-02-09  
Expiration date: 2020-05-09

Position Description:  
The CCC is a sanctuary created in 1997 that welcomes, rehabilitates and releases orphaned chimpanzees that are victims of illegal bushmeat and pet trade. The CCC is located in the heart of the Upper Niger National Park (PNHN) which is home to a large population of wild chimpanzees and a large variety of fauna. The CCC collaborate with the Guinean Ministry of the Environment and is managed by the NGO Project Primates Guinea. The CCC is currently rehabilitating 64 chimpanzees (from about 10 months to 38 years old) at the Somoria site and following 7 chimpanzees released in the heart of the Haut Niger National Park. The CCC is working closely with the Guinean authorities in the fight against chimpanzee trafficking by hosting confiscated orphans. The CCC rehabilitates these orphans at the sanctuary site in Somoria, in the heart of the Upper Niger National Park, in social groups. The ultimate goal is to prepare individuals deemed fit to return to wild.

Description:  
The assistant manager supports the Operations Director (OD) in the daily management of the sanctuary, the logistics, the management of volunteers and with social media communication.

Key responsibilities:  

- **Administrative and logistics management**  
  - Responsible for the weekly and monthly supplies of Sanctuary teams and Release site team collecting orders from each team leader (foodroom, veterinarian, chimps manager, technician, volunteers, etc.). She/He must compile them and prepare the shopping lists for the logisticians who are responsible for shopping in Faranah  
  - Collaborates with the Release site manager and the Director of Conservation Programs for the organization of the supply of Release Site camp (Bakaria)  
  - Is responsible for checking the supply at the return of the WE and ensure its proper distribution with each manager (foodroom responsible; veterinary; chimpanzee manager, technician, etc.)
• Is responsible for the logistics of sending supplies to release site (Bakaria) and insuring that release site workers can get home for holidays (arranging transport)
• Is responsible for organizing weekly supplies for the chimpanzees with the food room managers and the chimpanzee manager.
• Is responsible for keeping the accounts of the supplies for the chimpanzees and for presenting them every week to the OD with the supporting documents
• Coordinates with OD weekly trips from the Center based on the supply requirements, construction, transport of people, etc.
• Coordinates the transportation logistics for employees, volunteers, workers, etc.
• Prepares the monthly leave schedules of the workers of the CCC and transmits it to the DO for verification and validation
• Help in following up and updating paper files and IT files related to the daily management of the CCC
• Suggests necessary administrative improvements
• If necessary, goes to Faranah for the supplies and WE
• If necessary, drive the CCC vehicle.

Management of volunteers / visitors
• Welcomes new volunteers on site, ensures their proper installation and performs the welcome interview where the CCC rules of life and work are explained and the papers recovered
• Ensures that volunteers receive adequate training for the mission for which they came
• Manage the volunteer schedule with them according to the daily needs on site
• Responsible for the logistics of volunteers (accommodation, supplies, daily work)
• Responsible for monitoring volunteers on a daily basis (health, well-being) from their arrival to their departure
• If necessary, welcomes and guides outside visitors, respecting the instructions in place.

Communication
• Gather and sort out weekly information and visuals needed for external communication (communication on social networks, newsletters, sponsorships, etc.) with the voluntary in charge of communication and ensures their proper transmission to CCC partners via the CCC Dropbox
• Collect information and visuals for illustration of construction sites and projects at the sanctuary and classify them in the centre's computer for the management team
• Collect and compile the visuals of the volunteers and ensure their transmission to the management team and support organizations

Hierarchical links:
The assistant manager is under the direct authority of the DO.
Evolution: for anyone motivated and ready to learn, possible upgrading to the Operation Director position in the future
Qualifications: MUST BE COMFORTABLE IN FRENCH (writing and speaking)

Skills:
Training / experience in administrative management and project logistics (at least 2 years)
Training / experience in people management (at least 2 years)
Computer skills
Team spirit, adaptability
Experience of living / working in an isolated environment
Great interest in conservation / animal protection
Knowledge of African culture a plus

Salary/funding:
• Flight, visa reimbursed at the end of contract if accomplished
• Monthly allocation for pocket money
• Support provided for internship/volunteer positions (travel, meals, lodging):
The coordinator will receive 8 weeks of vacation per year and a return flight from Guinea to his home country. During his / her stay at the CCC, the coordinator will have one day of rest per week.
• Living expenses in Guinea (transport, housing, food), within the framework of its missions, are taken care of according to a scale established in advance according to the costs of the life. He / she will be based mainly in Somoria on the sanctuary site but he / she will have to travel regularly to Faranah where the CCC has an office, but also according to the needs of service.

Term of Appointment: The position is to be filled as soon as possible for 1 year, with a trial period of 3 months. The contract is signed with Project Primates Guinea, which legally manages the CCC.

Application Deadline: March 30th 2020
Comments: Send your CV, a letter of motivation and 2 letters of reference from previous employers to the Director Ms Colinwara_guinee@yahoo.fr
More information www.projetprimates.com/en and Facebook page
Contact Information:
Christelle Colin, Estelle Raballand
BP 36, Faranah, GU
Website:www.projetprimates.com/en/
E-mail Address:info@projectprimate.org