

BGCI Africa Vacancy Announcement

Title of post:	Project Manager
Job Purpose:	Managing and ensuring successful delivery of the project “The right tree in the right place for the right purpose: supplying high-quality tree planting material of native tree species (NTS) for landscape restoration in Sub Saharan Africa (RTRP-Seed)”
Reports to:	Head of Conservation - Action and Monitoring (Project Coordinator)
Contract Type:	Full-time
Duration:	2 years, with possible extension until December 2029
Location:	BGCI Africa Office, IUCN Eastern and Southern Africa Regional Office, Mukoma Road, P.O. Box 68000 – 00200, Nairobi
Remuneration:	3.5m – 4.2m KES dependent on level of experience within a broad range (experience, qualifications, training), performance related to project management, budget management, people management and other measures.
Start date:	August/September 2024

Position Summary

Botanic Gardens Conservation International ([BGCI](#)) Africa is seeking to recruit two strong Project Managers to join our team. BGCI Africa is running a number of restoration and tree conservation projects in East Africa and works with partner organizations and local communities. BGCI is part of a Consortium with the lead partner CIFOR-ICRAF and the partner Unique land use GmbH, in a IKI (International Climate Initiative) funded project. The project **“The right tree in the right place for the right purpose: supplying high-quality tree planting material of native tree species (NTS) for landscape restoration in Sub Saharan Africa (RTRP-Seed)”** aims to improve native seed and seedling supply in four African countries - Kenya, Ethiopia, Rwanda and Uganda – and to a lesser degree in Burkina Faso.

The appointed persons will work from the BGCI Africa Office in Nairobi, Kenya and be connected to our global team. The appointed persons must be eligible to work in Kenya, and willing to undertake regular travels in Kenya, Ethiopia, Rwanda and Uganda.

Candidates for this post will be people with a strong technical background on plant conservation and forest restoration particularly tree nursery management, seed collection, monitoring and propagation in nurseries, and experience in working with different partners and community engagement. The candidate will also be self-motivated, and able to work independently.

About BGCI and BGCI Africa

Botanic Gardens Conservation International (BGCI) is a membership organisation and a global network for plant conservation located in Kew, London with regional bureaux in China, Kenya, Singapore, and the USA. Our membership comprises over 800 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

The BGCI Africa office was established in 2017 to coordinate activities in the region. Our focus in the region is on tree conservation, forest restoration and capacity building for plant conservation.

Detailed Position Description

The Project Manager will provide efficient project level management, both administratively and technically, helping to ensure successful planning, implementation, reporting, and monitoring and evaluation of the 6 years RTRP-Seed project. The project manager will be responsible for the project implementation, coordinating with the local implementing partners and supporting the Project Coordinator in keeping communication and update with the Project Consortium Partners.

Specific tasks will include:

General duties:

- Ensuring the RTRP-Seed project planning and implementation
- Follow up with local implementing partners, on data management and proper reporting for the project;
- Provide support and technical input on the project design and implementation;
- Tracking and following up on project deliverables that have been assigned to implementing partners and consultants towards ensuring timely submission of the desired and high-quality outputs;
- Assist project partners on technical issues concerning the project, where necessary;
- Provision of logistical support for workshops and meetings including disseminating information packs to participants and external audience;
- Implementation of data management in line with BGCI and project specific protocols, policies and procedures;
- Maintaining regular contact with implementing partners and consortium partners;

- Provide technical knowledge and information on fundraising activities to BGCI staff and project partners;
- Undertaking any other duties as assigned by the line manager.

Training and Capacity Building:

- Develop training materials to build capacity for survey work, collection of propagation materials, propagation, and planting of Native Tree Species (NTS), in collaboration with the Training and Community Liaison officer;
- Organize training courses with the implementing partners including:
 - Developing training timetables and schedules
 - Identifying and arranging for appropriate staff from partner organizations to participate in the trainings and surveys
 - Organizing travel to the project sites
 - Facilitation of the trainings
 - Developing and submitting reports on training activities
 - Conducting training needs assessments and training evaluations
 - Conducting regular follow ups with the trainees

Communication and Reporting:

- Tracking reports from implementing partners;
- Keeping track of data from the partner organizations;
- Communicating with the trained groups on a regular basis to check on their progress and any gaps realized;
- Documentation of field activities through photographs and brief reports to enable promotion of the project;
- Provide information to create news/posts for our website and social media.

Administrative Duties

- Preparing budget requests prior to undertaking field activities/monitoring visits;
- Submitting expense reports from field missions – this includes all receipts accounting for all the money spent in the field;
- Keeping records of up-to-date approved timesheets;
- Tracking expenditures progress and financial reports from implementing partners.

Person Specification

BGCI is seeking to appoint a person with outstanding technical expertise in plant conservation, and ecological restoration. Candidates for this post will have a proven track record working for a conservation or scientific organisation, preferably in plant conservation. The post holder will

demonstrate sensitivity to complex, multicultural and multinational institutions and structures. Working within a partnership model, candidates must be able to show their capacity to innovate and to manage change. They must also be able to inspire project beneficiaries and partners towards achieving the goals of the project.

Education and Experience

Essential:

- Eligibility to work in Kenya;
- A master's degree in botany, forestry, environmental conservation or a related field;
- At least 3 years' experience in a conservation organization with active roles in training and capacity building and tree or forest conservation;
- Experience in interacting with international organisations and individuals, and multiple partner settings;
- Good mastery of English, both oral and written combined with excellent communication and presentational abilities;
- Experience in report writing and simple data management;
- Experience of running training workshops, conferences, etc.;
- Ability to troubleshoot and problem-solve difficult situations calmly and effectively.

Desirable

- Experience of working for a not-for-profit organisation;
- Knowledge of botanic gardens, plants or related disciplines ideally gained through direct personal experience;
- Knowledge of GIS, spatial data science, remote sensing;
- Previous working experience in East Africa.

Skills and competencies

Essential

- Proven track record of delivering and managing conservation projects, preferably international;
- Capacity to innovate and manage change;
- Strong speaking, editing and writing skills in English;
- Willingness to travel frequently internationally.

Desirable

- Knowledge of plant conservation approaches and methodologies;
- Strong communications skills, including presenting confidently, in a variety of settings to diverse audiences.

Application Process

Interested applicants should submit a CV and a cover letter of two pages maximum, explaining the candidate's motivation and providing concrete evidence of why they are suitable for the position.

Please send your CV and a cover letter to africa@bgci.org

Closing date for applications is 7th July 2024.

The interviews will be conducted online/in person between the 17th and 19th of July 2024.

BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.