



## ***Job Description for Assistant Director for Ecological Research***

***Position Title:*** Assistant Director for Ecological Research

***Position Status:*** Full-Time Staff

***Reports to:*** Executive Director

***Manages:*** Ecology Staff

***Collaborates with:*** Animal Health and Genetics staff, Animal care staff in all departments, Education and Tourism staff, and Intern/Volunteer Coordinator

### ***Position Overview:***

Responsible for managing all aspects of CCF's ecology research. The Assistant Director for Ecological Research will assist CCF staff and interns with project design and planning, data analysis producing scientific publications, research proposals, and grant applications. This is a full-time position with a starting contract for two years and may be extended. The applicant will be an experienced, enthusiastic conservation scientist with good teamwork skills and a proven track record of field experience and scientific publications.

### ***Primary responsibilities include:***

- Collection of ecological data including, camera trapping, game counts, biodiversity studies, and human wildlife conflict.
- Assisting with all aspects of CCF's involvement in the Greater Waterberg Landscape programme, and Conservancy work in Namibia.
- Assist with courses, deliver lectures and help design courses geared towards a variety of groups from university students to rural communities.
- Prepare regular reporting on various projects.
- Supervise the Ecology staff, undergraduate students, and PhD, MSc students.
- Oversight curated data from the Ecology Department.
- Produce collaborative publications.
- Grant writing.

### ***Secondary responsibilities include:***

- Write articles for newsletters and trade publications and any other articles required.
- Produce regular entries for CCF's social media.

### ***Interact with:***

- All CCF Staff
- CCF interns and volunteers
- Conservancy members

- Members of the farming community
- CCF donors

### **Qualification Requirements:**

- PhD Degree in conservation or biological sciences.
- Broad knowledge of conservation biology and carnivore biology.
- Experience working in developing countries.
- Experience using Microsoft Office Suite and database programmes.
- Experience using GIS Spatial software (ArcGIS and QGIS).
- Proficient in computer skills and using statistical analysis software including but not limited to: R, SPSS, Distance, PRESENCE, CAPTURE.
- Proven research skills and ability to analyse biological data.
- Strong working knowledge of mammal/bird inventorying and monitoring techniques as well as a thorough understanding of experimental design and application
- Experience with human wildlife conflict and mitigation strategies
- Excellent spoken and written English.
- Good report-writing skills including technical reports, scientific papers and project proposals.
- Experience with project design, writing proposals and fund-raising.
- Good presentation skills.
- Valid driver's license and suitable driving experience.

### **Interpersonal skills:**

- Demonstrable commitment, initiative, enthusiasm, patience, a strong work ethic and problem-solving abilities.
- Strong communication skills, with an aptitude to work with people of all backgrounds, such as local communities, government officials and international donors.
- Ability to network and motivate people and organisations to collaborate: private land owners, reserve managers, government, researchers and NGO's
- Proven leadership skills, coupled with enthusiasm for working with a large team and numerous collaborators and stakeholders.
- High degree of self-motivation and pro-activity, excellent administrative skills and organisational skills.
- Ability to adapt to changing circumstances and cope with uncertainty and emergencies.

### **Required Competencies**

#### **Adaptability**

- Works effectively under stressful conditions; adjusts to multiple and conflicting demands; shows resilience under ambiguous and changing circumstances; modifies behavior and plans as necessary to attain goals.

#### Analytical Thinking

- Able to draw conclusions with vague or missing information; seeks to reduce errors; seeks most efficient and productive approach to getting results.

#### Communication

- Communicates clearly and expresses self well via phone and e-mail and in person, even when relating complex information; listens actively; tailors message to audience; shares information freely within the organization.

#### Execution

- Demonstrates a competitive desire to achieve goals; establishes clearly specified plans and action steps; makes adjustments to plans as necessary in order to ensure success; takes pride in performance and accomplishments.

#### Influencing and Negotiating

- Gains support and commitment from others; promotes ideas and proposals persuasively and energetically; resolves conflict constructively; determines needs and interests of others and selects appropriate negotiation strategy based on the circumstances.

#### Leadership

- Communicates openly and directly; tackles tough problems head on; takes responsibility and champions ideas in the face of challenges; respects and considers the opinions and decisions of others; delegates a task to the appropriate person(s) while remaining responsible for its completion.

#### Organizing

- Can marshal resources (people, funding, materials, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; arranges information, objects and files in a useful, logical manner; manages time effectively and efficiently.

#### Problem Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions; does honest analysis of the issues at hand, and looks beyond the obvious for the best possible solution; able to analyze all options and arrive at the most effective course of action.

#### Self Motivation

- Sets clear personal goals and timelines for achieving results; works through processes with little or no follow up; effective within a dynamic and unpredictable workplace; able to manage time effectively; takes initiative to do whatever the organization needs, even if it is outside the scope of responsibility.

### **About Cheetah Conservation Fund**

CCF is an exciting conservation organisation that uses multidisciplinary approaches to investigate cheetah ecology and develop interdisciplinary solutions for human cheetah co-existence.