

JOB DESCRIPTION

JOB TITLE: Programme Director

LOCATION: Antananarivo, Antsohihy and Sahamalaza

START DATE: 1 November 2023

TERMS: Permanent contract

COMPANY NAME: The Lemur Conservation Association (AEECL)

ABOUT US:

The Lemur Conservation Association (AEECL) is a zoo-managed conservation organization based in Sahamalaza-Iles Radama National Park in Madagascar. The main aims of the charity are based on the conservation of the lemur species within the park, with specific focus on the critically endangered blue-eyed black lemur (*Eulemur flavifrons*). Our goals are to research, protect and restore the vital ecosystems these conservation-dependent species inhabit, collaborating with local communities and authorities to achieve a sustainable and biodiverse habitat for the future.

ABOUT THE ROLE:

I - GENERAL MISSION

Under the supervision of the AEECL President and Board, the Programme Director is responsible for implementing AEECL's programmes, in order to ensure the effective execution of the planned activities, regular reporting and excellent relations with the local partners. This involves managing one or more projects initiated by the programme, from the study phase to the execution phase. The Programme Director will supervise the team and inform the Board of progress and performance.

II- MAIN DUTIES AND RESPONSIBILITIES

- Participate in the strategic review and implementation of the annual and multi-year development plans and budgets.
- Plan programs from start to finish considering timelines, milestones and processes in accordance with the association's strategic objectives.
- Ensure the compliance with programme budgets and the achievement of results according to the established schedule.
- Implement evaluation strategies to monitor performance and determine the need for improvement.
- Ensuring the best management of human resources (executive teams and volunteers) carrying out activities on behalf of the AEECL, so that these people flourish in their work in good conditions, and to best defend the interests of stakeholders (team management).
- Direct and supervise the team, help them reach its objectives by carrying out periodic monitoring missions.
- Plan, organize and animate periodical work meetings to provide feedback and resolve complex issues.
- Look for ways to improve the efficiency and productivity of procedures and staff.
- Apply the principles of change, risk and resource management where necessary.
- Ensure the establishment of various documents and/or participate to their writing (concept notes, reference terms, analysis, reports and studies, publications, etc).
- Write monthly and annual activity reports and specific reports.
- Keep the Board informed of the evolution of activities.

- Contribute to the identification and nurturing of relevant partnerships for the programme, and maintain good relationships with organizations active in the same area of interest.
- Maintain a good and regular relationship with the institutional and technical partners in country.
- Identify relevant events that may impact on the development of the programme.
- Represent the AEECL during events upon the board's request.
- Develop and proactively implement a strategy to improve ecotourist visits to Ankarafa.
- Oversee the operation of the research station at Ankarafa.

CANDIDATE REQUIREMENTS

- Minimum 5 years of proven experience as programme director or other leadership position.
- In-depth understanding of project/programme management techniques and methods.
- Excellent knowledge of performance evaluation techniques and key indicators.
- Excellent knowledge of data analysis, reporting and budgeting.
- Knowledge of programme management software (e.g. Basecamp, MS Project etc.) would be an asset.
- Excellent organizational and leadership skills.
- An analytical mind and problem-solving abilities.
- Excellent communication skills.
- Minimum Master (Bac+5) in Biology or another relevant field.
- Excellent level of professional and technical French and English.

CONTRACTUAL CONDITIONS

- Permanent contract
- Salary depending on professional experience.

CONTACT US TO APPLY

To apply, send your **Resume** and a **cover letter** by **15th October 2023** to administrator@aeec.org, indicating in subject: "**Programme Director**".

The AEECL reserves the right to contact previous employers of candidates for this post. Submitting an application for this position entails acceptance of this information collection from the previous employers.