

Operations Manager - Job Description

THE SANCTUARY

Tacugama Chimpanzee Sanctuary was established in 1995 by the Government of Sierra Leone, through the help of conservationist Bala Amarasekaran and the Conservation Society of Sierra Leone to rescue, care for and rehabilitate confiscated pets and orphaned or abandoned wild chimpanzees. It plays a vital role in conserving and protecting chimpanzees in the wild through education, communication and legal enforcement.

Tacugama is located 25 minutes from Freetown, the capital of Sierra Leone, in West Africa. Everything we do starts with the chimps and transitions into wildlife conservation, research, environmental protection, advocacy, law enforcement, community preservation, and education and ecotourism development initiatives

THE VACANCY

The **Operations Manager** is responsible for managing daily sanctuary operations and will report directly to the Program Director.

Operations Manager Responsibilities:

- Logistical Procedures – Oversee and plan for daily priorities and activities within all departments – chimpanzee care, outreach and education, funding and development, and ecotourism/hospitality;
- Staff Management - Serve as the line manager of the organizations permanent staff, contractors and casual staff, in an advisory and operational support capacity by providing them with the necessary information, tools and advice for efficient operation;
- Office Administration – Oversee and execute day-to-day activities related to communication, financial planning, invoicing, record keeping, marketing, personnel and logistics;
- Human Resources - Manage employee relations, payroll, development and training, and recruitment;
- Sanctuary Maintenance - Coordinate maintenance requirements of buildings, vehicles, and grounds; identify areas for improvement; oversee tasks are assigned to appropriate personnel and completed accordingly;
- Finance Management & Accounting – Plan, organize, direct and control the daily financial activities, such as procurement and utilization of funds, for all departments, and maintain appropriate financial records;
- Ecotourism & Volunteer Program coordination – Coordinate all aspects of the sanctuary's ecotourism projects while liaising with the ecotourism manager. Market and develop and coordinate the volunteer program

- Work closely with the Conservation Manager on the effective implementation of community outreach projects including logistics, personnel and finances, as well as strategic planning and project delivery;
- Work closely with the Development Manager to help identify funding opportunities for ongoing conservation, community outreach and education projects, and help oversee proposal development, donor reporting and stakeholder management;
- Work closely with the Resident Veterinarian to manage chimpanzee husbandry and welfare, logistical and financial requirements, personnel issues and maintenance requirements
- Work closely with the Ecotourism Manager to coordinate the tourism activities in the sanctuary such as Sanctuary tours, Eco-Lodges, Hikes and Events.

Operations Manager Person Specification Requirements (Essential)

- Minimum of two years' experience in a management role
- Strong management skills, the ability to work independently and as part of a team
- Excellent administration and record keeping skills
- Good problem solving skills and ability to be adaptive
- Excellent communication skills
- Fluent in English (verbal & written)
- Computer literacy, including Excel
- Willingness to work long and flexible hours
- Ability to live and work closely with the rest of the team, comprising both International and National Staff
- Patience and a willingness to work to different cultural values
- Experience in working in Sierra Leone- an advantage.
- Suitable candidates must be able to commit for a minimum of 1 year

Requirements

- University degree in management, finance, business or logistics related subjects

Contract

This is a full-time, six (6) day a week position with a \$1000 salary per month. The contract includes: on-site accommodation; one African style meal per day; annual return airfare (subject to contract completion) and 4 weeks paid holiday per year.

The chosen candidate must provide evidence of personal health insurance, negative TB test, COVID and yellow fever vaccination.