

Job Description – Eco-Tourism Manager

About 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.

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.

Position overview

Using Eco-Tourism, Tacugama aims to demonstrate the value of environmental preservation, raise awareness of the critical state of the chimpanzees in Sierra Leone, engage people in the protection and conservation efforts, and fundraise for the care of the resident chimpanzees and Tacugama's conservation efforts. To meet these goals, the eco-tourism department in Tacugama is running eco-tourism activities such as sanctuary tours, hikes, Eco Lodges and fundraising events, as well as developing eco-tourism initiatives with communities that live in high proximity to the wild chimps, conducting fundraising events inside and outside the sanctuary and engaging the private sector to support the sanctuary by joining Tacugama's the CSR (cooperate social responsibility) program.

Tacugama is currently seeking a full-time Eco-Tourism Manager to develop, manage and market its eco-tourism activities.

Principal Duties

- Logistical Procedures – Oversee and plan for daily priorities and activities of the ecotourism department.
- Staff Management - Serve as the line manager of the eco-tourism staff in an advisory and operational support capacity by providing them with the necessary information, tools and advice for efficient operation. Supervise the staff attendance and performance and report at the end of every month to the operations manager
- Issue quotations and bills.
- Lodges and Shop Maintenance - Coordinate maintenance requirements of buildings the lodges and shop
- Accreditation- initiate and maintain existing accreditations such as Trip Advisor.
- Finance Management & Accounting – Plan, organise, direct and control the daily financial activities, such as procurement and utilization of funds and maintain appropriate financial records of the department.
- Ensure high-quality service of the lodges, meals, hikes and sanctuary tours and ensure high-level quality
- Marketing the ecotourism activities and increasing the number of guests while maintaining high-quality service.
- Supervise the stock management of the gift shop.
- Inventory management of equipment for lodges and the gift shop.
- Initiate, develop, market and manage fundraising events at the sanctuary and in town.

- Produce a monthly report on the monthly development activities.
- Produce a revenue report after each fundraising event
- Liaise with suppliers and service providers and maintain an efficient procurement process that follows the value for money principle.
- Design project proposals for eco-tourism initiatives with stakeholder communities.
- Work closely with the Conservation Manager on the development of educational tours for schools and the development of eco-tourism activities with target communities.
- Work closely with the Development Manager to help identify funding opportunities for eco-tourism initiatives inside and outside the sanctuary
- Work closely with the Head Veterinarian to adjust and manage the sanctuary tours.
- Revive promote and grow the CSR Program

Professional Qualifications (Required)

- University degree in management, logistics, hospitality or tourism management or related subjects
- At least 2 years of experience in the hospitality sector
- Minimum of two years of experience in a management role
- Strong management skills, the ability to work independently and as part of a team
- 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 with different cultural values
- Experience in working in Sierra Leone- an advantage.
- Suitable candidates must be able to commit for a minimum of 1 year

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 of paid holiday per year.

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

Starting date: Immediate.

The Team

(5) Cooks, (1) Event coordinator, (1) Hospitality coordinator, (4) Tour Guides.

To apply, please send your CV in English as a PDF with a cover letter, and indicate the date you are available to start. Please send the application materials to: info@tacugama.com and to ecotourism@tacugama.com with the reference