



Tondwa Conservation Limited is excited to present an opportunity to a dynamic Zambian national wanting to join the company as the **Operations Manager**.

Tondwa Conservation Limited (TCL) is a company guaranteed by Conserve Global (www.conserveglobal.earth) and which has endorsements from both the Nsama Community Resource Board and the Department of National Parks and Wildlife in the Government of the Republic of Zambia's Ministry of Tourism and Arts to conduct and support conservation related activities in Tondwa GMA in Nsama District of Zambia's Northern Province.

PURPOSE OF THE OPERATIONS MANAGER ROLE:

The Operations Manager will support TCL's Project Manager in the execution of field operations in and around Tondwa GMA. Field operations include Fire Management, Road Works, Construction, and general Infrastructure Upkeep. The Operations Manager will oversee the direct execution of field operations within the core protected area of Tondwa GMA and oversee and coordinate certain field operations in villages beyond the core protected area. Some specific activities the Operations Manager will handle are:

1. Fire Management

- Assist Project Manager with the development of a Fire Management Plan (FMP) for Tondwa GMA
- Burning of firebreaks in Tondwa GMA, and coordinate firebreak burning with communities outside of Tondwa GMA;
- Controlled burning in Tondwa GMA according to the FMP;
- Fighting uncontrolled burns in Tondwa GMA;
- Mapping and reporting against fire-related activities;
- Maintain fire-fighting equipment in good order.

2. Road Works

- Assist Project Manager with the development of a Road Strategy for Tondwa GMA;
- Maintaining, re-siting, or improving of existing roads in GMA;
- Siting and cutting new roads according to the Road Strategy;
- Construction of drifts, crossings, and hill climbs where needed;
- Mapping and reporting against road-related activities.

3. Construction

- Supervision of construction contractors;
- Assist with logistics re supply of building material to construction sites.

4. Infrastructure

- Upkeep of buildings, tents, camps;
- Upkeep of communications equipment (VHF radio repeater(s) and transmitters).

5. Fleet Management

- Supervision of maintenance and repairs of company vehicles (Toyota Land Cruisers, motorcycles, tractors);
- Supervision of maintenance and repairs of energy sources (diesel & petrol generators, solar arrays).

6. Resource Management

- Stocking & issuing of fuels (diesel, petrol, kerosine, AvGAs) from stores;
- Stocking and issuing of field operations rations from stores.

7. Human Resource Management

- Manage Works Supervisor(s);
- Identify and nurture talent for advancement;

- Maintaining muster roll of long- & short-term staff & casual labour;
- Ensuring workforce operates under appropriate agreements and contracts;
- Ensuring standards of conditions of service are met & maintained;

8. Community Interface

- Engage and deploy casual labour;
- Mobilise community operations teams (e.g. fire control) and oversee execution of activities in communities outside Tondwa GMA.

KEY RESPONSIBILITIES:

The ideal Operations Manager will have the ability to efficiently plan and execute the above activities with a degree of independence. The Operations Manager is expected to be able to accurately budget, monitor and report against all the above activities. TCL being a new company, the Operations Manager will play a key role in developing and implementing workflows, systems, and policies for operations under his/her management. The Operations Manager will be one of the earliest management positions filled in the company and such, the ability to lead and represent the company are vital requirements. The position comes with the possibility of advancement into higher management positions in the company should the right candidate be found. The ideal candidate possesses the following attributes:

1. Skills and Qualities:

- Proficient in computer use, in particular Microsoft Office suite (GIS software an advantage);
- Fluent in English and chiBemba;
- Mechanical proficiency an advantage;
- Competent driver with clean and valid driving licence;
- Good leadership and people management ability;
- High levels of personal integrity and reliability;

2. Knowledge and Experience:

- Tertiary degree in Forestry, Natural Resource Management, Engineering, Conservation Management, or Natural Sciences.
- Experience in managing multiple operations concurrently over a large geographical area;
- Experience working in rural areas and with rural communities.
- Experience in managing vehicle fleet and associated equipment.

TERMS AND BENEFITS:

The successful applicant will be offered an annual contract with a competitive salary and benefits. Accommodation will be provided at TCL's base camp (under construction) in Mutundu Village, Nsama District.

Please send your CV and a cover letter in PDF format by e-mail to tc Recruitment@conserveglobal.org. Applications close at 17h00 (CAT) on 28th February 2023. Cover letter should outline your interest in and suitability for the role and should communicate your earliest possible starting date and expected salary.