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partnership  
with



## Rwanda Country Manager

**Title:** Rwanda Country Manager  
**Reports To:** ICF/EWT Partnership East African Regional Manager  
**Department:** ICF/EWT Partnership - Africa Crane Conservation Programme

### SUMMARY:

The International Crane Foundation (ICF) has been working in Rwanda since 2012 in Partnership with IPRC-Kitabi to conserve cranes and wetlands, with a key focus on Rugezi Marsh. ICF is in the process of being registered as an International NGO in Rwanda and setting up a project office in Kigali.

We are looking for a dynamic, committed, and detail-orientated person with passion, integrity and innovation to provide oversight, develop strategic partnerships and networks, lead strategy development and ensure financial sustainability of the Rwanda project, for impact on cranes, wetlands and communities. The position will be based in Kigali, with frequent travel to project sites in Rwanda and the East Africa Regional Office in Kampala.

The Rwanda project is part of the African Crane Conservation Programme, a partnership between the International Crane Foundation (ICF) and the Endangered Wildlife Trust (EWT), which aims to maintain stable wild populations of four threatened crane species resident in Sub-Saharan Africa: Wattled, Blue, Black Crowned, and Grey Crowned. The ICF/EWT Partnership currently has three regional hubs across Africa, located in South Africa, Zambia, and Uganda, and will be expanding into West / Central Africa. The Rwanda project works within our East African Regional Hub with the Head Quarters in Kampala, Uganda.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The position will have the following scope of work and responsibilities:

- Provide strategic guidance, supportive leadership, and direction for the Rwanda strategy, programme design, and implementation to ensure maximum conservation impact and return on investment within key crane and water catchment areas in Rwanda.
- Ensure the financial sustainability of projects through effective donor engagement, financial management, reporting, and strategic fundraising with relevant ICF/EWT Partnership staff.
- Resource, supervise, and manage Rwanda project staff to ensure the effective performance and growth of team members.
- Develop, and maintain strategic partnerships and networks to strengthen our strategy in securing cranes, improving community livelihoods, and building resilient landscapes in Rwanda.
- Prepare annual work plans, monthly progress reports, annual progress reports, and other plans as required, with assistance/input from other project staff and ensure timely submission.

- Mentor junior project team members to create a long-term plan of where they would like to focus their career path and help them to develop their professional abilities.
- Participate and perform duties as assigned in the ICF/EWT and ACCP Regional Managers team deliberations.

### **Additional Responsibilities**

- Contribute to the formulation and prioritization of relevant research and conservation projects across East Africa.
- In liaison with ICF-EWT/ communications team, ensure sharing of project information through relevant channels such as the media, workshops, and conferences.
- Ensure all administrative duties related to the project are completed to a high standard and within the deadline.

### **REQUIRED QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- A Master's Degree in Biological Sciences, Natural Resource Management or a related field.
- Five years or more practical experience managing donor-funded projects
- In-depth understanding of wetland-agriculture-Climate Change nexus
- Good understanding of community conservation
- Experience working in wetland conservation
- Demonstrated experience in managing and mentoring project teams
- Good skills and ability in data management and data analysis
- Technical skills in project planning, implementation, and monitoring
- Demonstrated success in resource mobilization and fundraising through project development and proposal writing
- Good verbal/oral communication skills and fluent in English language and competency in communication skills using a variety of media
- Demonstrated capacity to write project reports and correspondences in clear, concise, logical, and grammatically correct manner, and competency to use word processing and spreadsheet software
- Experience in effective community and stakeholder engagement, networking, and alliance building
- Attentive to detail and thoroughness in terms of timeliness and quality of work
- Possess a valid driver's license and acceptable driving records
- Flexibility to work the number and schedule of hours needed to accomplish regular and ad hoc job responsibilities.

### **ADDITIONAL REQUIREMENTS**

- Confidence in and ability to travel extensively, in Rwanda, and occasionally to our other projects in Africa, to the EWT offices in South Africa, and to the ICF Headquarters in the USA.

The ICF/EWT Partnership is an equal opportunities employer, and this position is open to Rwanda nationals only. Qualified candidates should submit CVs, a daytime telephone contact, email address, names and addresses of three referees, and a cover letter explaining how their experience will contribute to the requirements of the position, as one pdf file.

Applicants should apply to [adalberta@savingcranes.org](mailto:adalberta@savingcranes.org) Please put "Rwanda Country Manager" in the subject line. Applications close on 15 December 2023, and any applicants who will not have heard

from the International Crane Foundation by 28 February 2024, should consider their application unsuccessful.