

## **1. Introduction to the role of AfRSG Programme Officer**

**Role:** Programme Officer for the IUCN SSC African Rhino Specialist Group

**Contract type:** Permanent member of staff on a part-time basis (2 days per week / 104 days per year), employed by the Endangered Wildlife Trust

**Salary range:** \$200-300 / day depending on experience and qualifications

**Start date:** As soon as possible

**Location:** Anywhere, though East / southern African preferred. The Programme Officer is expected to travel when required within sub-Saharan Africa

**Closing date for applications:** 18:00 (GMT) on Tuesday 15 June 2021

The Programme Officer for the IUCN SSC African Rhino Specialist Group is a new position to provide the IUCN AfRSG's Chair, Vice Chairs, Scientific Officer and Members with secretarial, communications, logistics and organizational support. Interested parties are now invited to submit their applications for the role.

## **2. General job description**

The Programme Officer's primary duties are as follows, under guidance from the Chair:

- Provide secretarial and administrative support to Chair, Vice-Chairs, Scientific Officer and Membership
- Manage the Membership database
- Manage the annual renewal of Conflict of Interest Declarations and Register of Members' Interests
- Manage finances of AfRSG and provision of six-monthly financial reports
- Consolidate donor reports
- Communicate between Chair / Vice-Chairs and Members, including Range State representatives, on a routine basis, making particular efforts to reach Members who are frequently in the field and unable to participate easily in Working Groups and Task Forces
- Consolidate and edit Chair's report to *Pachyderm*
- Organize the logistics for the triennial Members' meeting
- Organize other sub-groups / Working Groups / Task Force meetings (as required) within the Specialist Group, set up Zoom calls and take minutes
- And, more broadly, to support the Group as needed

The Programme Officer reports to the Chair.

## **3. Person specification**

Essential skills / experience / knowledge required:

- Secretarial and administrative skills, including use of Microsoft Word, PowerPoint and Excel, remote conferencing packages (e.g. Zoom, MS Teams), project-management tools including diary management and timesheets, and minute-taking
- Budget management, including budgeting, cash-flow projections and financial reporting
- Fluent oral and written English, together with proof-reading and copy-editing
- Event logistics, including researching meeting venues, booking international travel and briefing conference venue staff on requirements
- Sensitivity when dealing with people from different cultures
- Management of the AfRSG website (currently hosted by the IRF)
- Tertiary degree

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Desirable skills / experience:

- Tertiary degree in a related field (biological sciences, conservation, statistics)
- Support for company or charitable Boards
- Fundraising, including drafting grant applications, budgets and reports and managing donor relationships
- Facilitation
- Website management
- Communications – oral and written

NB: This role does not involve opportunities to conduct field research but that the chosen applicant will be expected to want to learn about African rhino conservation issues in order to best serve the Group.

Priority will be given to suitable qualified African nationals.

#### **4. Statement of particulars of employment**

- Start date: As soon as possible after 1 July 2021
- Job title: IUCN SSC AfRSG Programme Officer
- Place of work: Anywhere, though East / southern African preferred. The Programme Officer is expected to travel when required, predominantly within sub-Saharan Africa
- Salary range: \$200-300 per day, depending on experience and qualifications, for a 2-day week (104 days per year)
- Occasional evening and weekend working may be required, for example during triennial AfRSG meetings or to hold Zoom calls with Members based in different time zones
- Appraisals: The Programme Officer will have an appraisal with his/her line manager (the AfRSG Chair) after the first three, six and 12 months' employment and then annually
- Notice period: The probationary period for the post of Programme Officer is three months. During the probationary period, employment may be terminated by the Chair or the employee with a notice period of one week; thereafter the notice period is three months. The Chair reserves the right to terminate the service of the Programme Officer without notice or payment *in lieu* of notice in circumstances of Gross Misconduct
- Discipline and grievance: As a first step, if the Programme Officer feels s/he has a justifiable grievance, s/he should raise the matter with the Chair, who may in return refer the case to the SSC's Chair

#### **5. Introduction to the IUCN SSC African Rhino Specialist Group (AfRSG)**

##### *IUCN SSC*

The IUCN Species Survival Commission (SSC) is a science-based network of more than 9,000 volunteer experts from almost every country of the world, all working together towards achieving the vision of "*A just world that values and conserves nature through positive action to reduce the loss of diversity of life on earth*".

Working in close association with IUCN's Global Species Programme, SSC's major role is to provide information to IUCN on biodiversity conservation, the inherent value of species, their role in ecosystem health and functioning, the provision of ecosystem services, and their support to human livelihoods.

SSC members also provide scientific advice to conservation organizations, government agencies and other IUCN members, and support the implementation of multilateral environmental agreements.

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**IUCN SSC AfRSG**

The African Rhino Specialist Group (AfRSG) is one of more than 140 Specialist Groups (SGs) of IUCN's Species Survival Commission (SSC). The largely volunteer-based network of experts across disciplines represent and work on behalf of the SSC to further rhino conservation in Africa. By virtue of their appointment, AfRSG Members are Members of the SSC and, as such, commit to adhere to the IUCN SSC's vision, mission, structure and policies. As such, the procedures by which decisions, recommendations or positions are taken by the AfRSG remain a critical part of the SSCs general governance framework.

**AfRSG Vision:** Thriving wild African rhinos valued by people and contributing to their well-being

**Mission:** The AfRSG guides and facilitates the conservation of viable African rhino populations across their natural range.

**Objectives:**

1. To establish and enhance healthy and persistent rhino populations through advising and facilitating the efficient protection and dynamic biological management of African rhinos within their natural range
2. To foster multiple values of rhinos for all peoples' well-being through promoting sustainable conservation
3. To facilitate research, collate information and report on the status of African rhinos to the IUCN and other parties
4. To support targeted communication to a wide range of stakeholders
5. To ensure effective leadership through capacity building and mentorship of the next generation of rhino conservationists
6. To promote sustainable finance and good governance for African rhino conservation
7. To manage, monitor, and evaluate the Group via effective, efficient, and transparent governance

Please see the attached document entitled "Governance procedures within the IUCN SSC African Rhino Specialist Group (AfRSG)" for more information on the work of the AfRSG, its post-holders and members, and general operations.

**6. How to apply**

Thank you very much for your interest in this post. We look forward to receiving your application.

All applications need to be received by 18:00 (GMT) on Tuesday 15 June 2021 and should be sent by email to [afmsg@savetherhino.org](mailto:afmsg@savetherhino.org) Applicants will receive an automated acknowledgement.

Applicants should submit:

- A 3-4 page CV, which should demonstrate the skills, aptitude, and experience outlined in the person specification. Please note that it is not necessary to submit a full list of publications or references at this stage
- A 1-2 page covering letter, which should explain why you want this position and include your contact details: email address and mobile phone number
- Details of 2-3 referees ((name, address, telephone number, email, nature of relationship). Referees will only be contacted once a conditional job offer has been made

Failure to provide the above information will result in immediate disqualification. Please do not email or ring to ask for additional information.

- Short-listed applicants will be invited for interview (via Zoom), likely during the week beginning Monday 28 June

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- If you have not heard by 18:00 GMT on Wednesday 23 June, you should assume that you have not been invited for interview
- The initial interview will last approx. 1 hour, and will consist of an online interview with the AfRSG Chair and two AfRSG Members (the Interview Panel)
- A second interview may be required in order to choose between shortlisted applicants; if so, this will likely follow c. 2 weeks later
- Upon making a conditional job offer to the preferred applicant, the Chair will contact the referees
- Please note that due to pressure on time, applicants not short-listed for interview will not receive a reply. Feedback will be offered to candidates who were interviewed but who were not offered the post

Thank you very much for your interest in the role of AfRSG Programme Officer. We look forward to receiving your application.