



the Jane Goodall Institute

Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

Position Title:	Associate Director of Operations
Department:	Africa Programs
Reports To:	Vice President of Africa Programs
Location:	Vienna, Virginia, with frequent travel to JGI Africa Program field offices

Position Summary

The Associate Director of Operations will be primarily responsible for improving operational systems, processes and policies in support of the Department of Africa Program's mission – "to conserve chimpanzees across their range in Africa." Specifically, s/he will drive better information flow and management of our overall business processes; organizational planning; asset and inventory systems; human resource management; and internal communications within JGI's Africa Program teams and offices.

About JGI

Founded in 1977, the Jane Goodall Institute (JGI) USA is an international non-governmental organization that continues Dr. Goodall's pioneering work on chimpanzee ecology and behavior. Its mission is to promote wildlife conservation, in particular chimpanzee sustainability, through community based conservation, research, and public awareness. The breadth of JGI's mission reflects Dr. Goodall's personal philosophy that the survival of all species, whether chimpanzee or human, depends upon the collaboration of all people. In 2012, JGI Global formally adopted an ambitious 30-year goal to protect Africa's wild chimpanzee populations across the range of their natural habitats. In reaching this goal, JGI will capitalize on its considerable strengths and experience gained from working throughout the chimpanzee range, which includes more than 50 years of chimpanzee behavioral research; two decades of developing people and community-centered conservation strategies; expertise in geospatial technology to innovatively map and monitor human and chimpanzee use of forest resources; and its global environmental and humanitarian youth program – Roots & Shoots.

Under its Department of Africa Programs (AP) and 10 Year AP Strategy, JGI USA implements community-based conservation activities through field offices in the Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda. Under the 10 Year Strategy, it will expand its reach to directly support conservation programs in Gabon, Guinea, Burundi, Cameroon, Liberia, and Senegal. Our Africa Programs partners include but are not limited to the United States Agency for International Development (USAID), Disney Foundation, Arcus Family Foundation, US Fish and Wildlife Services (USFWS), the Turner Foundation, the JP Fletcher Foundation, and a strong individual donor base.



Primary Responsibilities and Work Objectives

Resource Management

1. Oversee inventory and management of assets to maximize operational efficiency and contain costs, including fleet management and capital investments (i.e., building construction and maintenance).

Talent Management

2. Develop appropriate HR processes that can be rolled out across AP to ensure equity between personnel in various countries and are in line with the Department's mission.

Financial Management

3. Work with Budget and Grants Manager, Program Analyst, and Financial Officers in the field to control costs and keep the Department on track financially (against annual budget allocations), particularly as it pertains to personnel costs and asset management.

Communications

4. Facilitate communications between AP HQ and field offices as a key element of knowledge management within the organization; and

Duties

- Manage human resource processes across all field offices in Africa Programs (approximately 250 employees), including ensuring that appropriate employment contracts are in place.
- Determine new staff requirements for program implementation and impact (in consultation with senior managers in country offices).
- Oversee all hiring processes within Africa Programs to ensure integrity of process and consistency throughout Africa Programs.
- Under the direction of the Vice President of Africa Programs, negotiate final salary and benefit packages on behalf of the organization with prospective new employees.
- Track staff development needs and recommend trainings to fill gaps in line with the Department's mission.
- In conjunction with country-level Executive Directors provide direction to field based HR officers located in country offices.
- Advise Executive Directors and field based HR officers on HR related issues and challenges as they arise



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- Develop appropriate asset management systems to track assets for purposes on supporting programs, activities and personnel. Includes fleet management, ICT, and all moveable assets in AP.
- Responsible for overall property management and ensuring appropriateness of property to programmatic/team needs (e.g, office relocation/rental properties, etc....).
- Refine and roll-out revised performance review process across Africa Programs.
- Ensure integrity of new pay and grading system within Tanzania and Uganda and conduct pay and grading review in DRC and RoC.
- Oversee bi-annual (every 2 years) market survey of paycales in AP (to be contracted out at discretion of Operations Manager)
- Manage and direct all JGI funded trainings of AP staff members (ensures that training opportunities are justified (against strategy); equitable opportunities exist across AP countries; cost effective)
- Lead AP team building exercises to ensure high morale and team cohesion.
- Ensure that all office are operating in compliance with national/regional labor laws
- Work alongside JGI USA Chief of Staff to ensure appropriate insurance policies and coverage in place for AP field staff, USA staff visiting AP countries, and volunteers).
- Source US-based purchases and supplies for the field;
- Advise the Vice President of Africa Programs on the annual budget required for asset maintenance, including buildings and other properties.
- Monitor financial statements, particularly as they relate to fleet management, and implement actions to maximize results and reduce costs.
- Monitor personnel costs in each country office and ensure that costs are appropriately allocated according to grant guidelines, with the aim to have 100% of field-based salary costs covered by grants.
- In coordination with the Vice President of Africa Programs, coordinate the AP Annual Planning meeting for review of strategy and creation of next year budget.

Qualifications

Education: Bachelor's Degree in Human Resource Management or related field; Language Skills:

Mandatory strong written and spoken English Skills; French (Spoken) strongly preferred; Past

Experience: At least 7 years management and/or human resource experience with direct supervisory



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experience. Demonstrated experience working in sub-Saharan Africa mandatory, experience working in Francophone Africa a strong plus.

Work Environment

Vienna HQ, with extensive travel to JGI field offices, including Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda.

Non-Discriminatory Policy

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Supervisor

Vice President of Africa Programs

Application Instructions

Please submit your resume and cover letter to africajobs@janegoodall.org ensuring you have 'Associate Director of Operations' as the subject of your email.

All resumes and cover letters must be submitted no later than Monday, March 13.