



**VACANCY ANNOUNCEMENT  
FOR  
EXECUTIVE DIRECTOR  
THE JANE GOODALL INSTITUTE/UGANDA**

Effective with the release of this notice, the Jane Goodall Institute (JGI) is soliciting applicants for the Jane Goodall Institute –Uganda Executive Director Position. Please find below background information on JGI, and projects and activities managed and implemented under the managerial oversight of the JGI – Uganda Executive Director. The responsibilities, duties, and qualifications for this position are described in the Position Description Section below. The ideal candidate for this position is a Ugandan National.

## **BACKGROUND**

### **The Jane Goodall Institute**

Founded in 1977, the Jane Goodall Institute continues Dr. Goodall's pioneering research on chimpanzee behavior -- research which transformed scientific perceptions of the relationship between humans and animals. Today, the Institute is a global leader in the effort to protect chimpanzees and their habitats. It also is widely recognized for establishing innovative community-centered conservation and development programs in sub-Saharan Africa, as well as the Roots & Shoots® Program, which has groups in more than 90 countries. JGI – Uganda is located in Entebbe, Uganda.

### **Activities and Programs Managed by JGI – Uganda**

JGI –Uganda is responsible for the overall management and supervision of the following activities in Uganda:

- The Budongo Ecotourism Development Programme;
- Conservation Education Materials to Primary Schools Programme;
- The Kalinzu Field Education Centre and Programme;
- The Roots & Shoots® Program;
- The Mt Otzi Project and
- Snare Removal Programmes in 4 forest blocks in partnership with others

### **Budongo Ecotourism Development Programme**

This programme is a unique partnership with the National Forestry Authority (NFA). JGI is responsible for the management and development of three tourist sites in Budongo; with an agreement that all profits made from these sites is reinvested back into the protection of this

important chimpanzee habitat through law enforcement and protection; conservation education and community awards. To date, over 40 community groups have benefited from support of this project, improved enforcement has been initiated and over 20 schools are regular visitors to the field education centre. This is a pilot programme that JGI hopes to replicate in other forests in the future.

### **Conservation Education Materials to Primary Schools Programme**

JGI Uganda has as part of one of its major objectives to improve the materials available to primary school teachers on conservation education as part of the national school curricula.

To date, primary 5, 6 & 7 teachers handbooks have been developed and distributed to 1700 primary schools in Western Uganda. It is our hope to deliver to 30 districts comprising over 7000 schools in the next 2-5 years. The development of two new handbooks is now our major focus, while continuing to distribute materials to the remaining schools in our target districts.

As part of this programme is teacher training through workshops on how to use these materials and teach conservation education effectively within the school environment.

### **Kalinzu Field Education Centre**

JGI Uganda along with NFA and the District Education Office in Bushenyi have created a field conservation education centre that provides programmes to local schools at no cost and that is applicable to what is being currently taught in the schools. This programme was the pilot that has now been replicated in Budongo and we hope to create 2 more in the near future. These field conservation education centres complement the materials given to the schools in that it provides a hands on experience for the children and teachers, as well as an opportunity to visit the interior of a forest in most cases for the first time.

### **Roots & Shoots® Program**

Roots & Shoots® was started by Dr. Jane Goodall in February of 1991. Today Roots & Shoots® has registered more than 6,000 groups in 87 countries, with Tanzania as the flagship country.

Roots & Shoots® is a program that teaches about the environment, the human community and animals to youth from pre-school to university age. Roots & Shoots® allows students to work together to increase their understanding of the natural environment and its relationship to animals and the human community. It is also an opportunity for students to participate in hands-on service related projects. Groups select service projects after they have surveyed their communities to better understand local issues and problems.

JGI Uganda initiated its Roots & Shoots® programme in 2006. To date over 60 groups are active. Our focal groups are schools surrounding the forests where chimpanzees are found.

## **Mt Otzi Project**

JGI Uganda has a subgrant agreement with the Wildlife Conservation Society (WCS) to provide infrastructure improvements and increased protection to Mt Otzi Forest Reserve. This is under the WILD project funded by USAID. This is a three year project, which we intend to extend with further support and hopefully widen our activities beyond the boundaries of the forest reserve.

## **Snare Removal Programmes**

In 1997, researchers and field practitioners identified that injuries from snares was one of the major threats to the long term survival of chimpanzees in Uganda. With over 25% of wild chimpanzees recorded with permanent disabilities from snares, it was considered imperative to start a programme to try and reduce this threat. JGI Uganda along with field researchers have been able to setup 3 snare removal programmes in some of the most important chimpanzee habitat forests (Kalinzu, Kibale and Budongo); JGI Uganda plans to have such programmes in all forests where chimpanzees are found. In conjunction with this programme is the active intervention when a new injury on a habituated chimpanzee is found. To date, the Institute with assistance from partners have managed to rescue 4 chimpanzees from snares or mantraps in the past 3 yrs. Uganda is one of the only countries who have perfected this technique.

Expansion of this programme is expected to include long term monitoring of the health of the wild populations, as well as rapid response unit to assist in the removal of snares from the chimps, rather than the field and monitoring of disease transmission vectors between humans, livestock and domestic animals and chimpanzees.

# **THE JANE GOODALL INSTITUTE/UGANDA**

## **Executive Director**

### **Position Description**

**Position Title:** JGI-Uganda Executive Director

**Reports To:** Executive Vice-President, Africa Programs, JGI - USA

**Position Summary:** The JGI-Uganda Executive Director will provide supervisory oversight for JGI – Uganda, and financial, technical, and administrative support for JGI activities, projects, and programs in Uganda. These activities include chimpanzee and other primate research, community-centered conservation, conservation education, and eco-system landscape scale biodiversity conservation.

#### **Major Responsibilities:**

- Supervise and evaluate the professional and administrative staff of JGI – Uganda to ensure compliance with all JGI strategies, policies, procedures and guidelines and to assure smooth project operations and the effective performance of staff;
- Provide managerial oversight and strategic, policy, procedural and operational advice and guidance to the Budongo Ecotourism Development Programme, the Conservation Education Materials to Primary Schools Programme; Kalinzu Field Education Centre, the Roots & Shoots® Program, and the Mt Otzi Project; and the Snare Removal Programmes
- Recruit and provide training, as appropriate, for all JGI staff in Uganda;
- Serve as principle liaison to, and build, leverage, facilitate and maintain professional relationships with:
  - appropriate national, regional and local Government of Ugandan officials, including but not limited to the Uganda Wildlife Authority (UWA), the National Forestry Authority (NFA), the regional and district governmental entities for the Western region of Uganda from Northern Uganda to the South-West of Uganda.;
  - appropriate international donor agencies with socio-economic development and environmental conservation programs in Uganda, including but not limited to the U.S. Embassy, the U.S. Agency for International Development (USAID), the World Bank, the European Union (EU), and selected agencies of the United Nations, including: UNDP, UNHCR, and UNICEF, etc.;
  - international and U.S. environmental and animal conservation organizations and other non-governmental organizations (NGOs) implementing socio-economic development, and bio-diversity conservation programmes in Uganda; and

- foundations, the private corporate sector and other funding entities and secure grants from these institutions sufficient for the continuation of JGI – Uganda programmes.
- Provide advice and guidance in, and coordinate the preparation of, JGI – Uganda’s response to local grant solicitations from international donor agencies, foundations, the private sector and other funding entities for the development, design, implementation and evaluation of amended activities and/or new initiatives in Uganda.
- Coordinate the development and submission of supporting documentation and information to JGI – USA for incorporation in its response to international grant solicitations from international donor agencies, foundations, the private sector and other funding entities for the development, design, implementation and evaluation of amended activities and/or new initiatives in Uganda.
- Coordinate the assessment and evaluation of the effectiveness of JGI –Uganda activities.
- Ensure all reporting to donors and to JGI – USA is performed in accordance with reporting instructions and submitted in accordance with reporting schedules.
- Manage the development and submission of annual operating budgets in accordance with JGI – USA budget parameters and schedules for all JGI activities and programs in Tanzania.
- Maintain effective communications with JGI – USA and with other JGI’s world-wide, as appropriate.
- As requested, represent JGI at regional and international conferences and workshops held in Uganda.
- Travel as necessary to implement JGI – Uganda programmatic goals and objectives.
- Assist Dr. Jane Goodall and other Jane Goodall Institute staff when visiting activities in Uganda.

### **Qualifications**

**Education:** Undergraduate degree (preferably a graduate degree) in business or management or related field, or other widely-recognized professional certification.

### **Experience:**

- ✓ A minimum of five (5) years of relevant experience managing a NGO, company, unit of a company, or as Chief-of-Party or Program Manager (or Deputy) for an international

donor and/or foundation funded multi-year development and/or conservation project/program in a development country setting;

- ✓ Proven cross-functional management experience preferred, with ability to develop high-performing teams;
- ✓ Ability to work under deadline pressures and to manage multitask requirements
- ✓ Aptitude for programme and/or project planning, management, and evaluation.
- ✓ Facility to work collaboratively with local and international organizations, the private sector and with bilateral and multilateral economic development funding agencies.
- ✓ Proficiency in budget formulation, development and management.
- ✓ Adeptness at recognizing politically sensitive matters; and
- ✓ Demonstrated mature judgment and integrity.

**Skills:**

- ✓ Highly entrepreneurial, energetic and disciplined;
- ✓ Strong executive and resource management skills;
- ✓ Sound analytical, conceptual and problem solving skills;
- ✓ Strong interpersonal skills, with the capacity to influence without formal authority, and the ability to work with a multi-national team and across organizational boundaries;
- ✓ Strong organizational, leadership, team building/work, and communications skills with attention to detail;
- ✓ Exceptional diplomatic skills and the ability to reach out to many different audiences, including members of the JGI organization, and the management and staff of multilateral and bilateral donor agencies, nongovernmental organizations, the private sector, as well as members of civil society, and, importantly, communities;
- ✓ Excellent verbal and written skills in English and at least one local language of the chimpanzee habitat regions in Uganda, ( French would also advantageous) ; and
- ✓ Computer literacy

**Application Procedure:**

Qualified candidates should send their application letter with the following documents:

- A detailed Curriculum Vitae or Resume; and
- Scanned Copies of Degrees and Diplomas
- References from previous employers

These documents should be sent to:

Keith E. Brown  
Executive Vice President, Africa Programs  
The Jane Goodall Institute  
[kbrown@janegoodall.org](mailto:kbrown@janegoodall.org)

Also, please copy Alice Macharia ([amacharia@janegoodall.org](mailto:amacharia@janegoodall.org)) and Leslie Bratton ([lbratton@janegoodall.org](mailto:lbratton@janegoodall.org)) on all E-mail submission of documents and correspondence.

Candidates are required to include in their application their telephone contacts and E-mail addresses so that they can be reached quickly.

Only short-listed candidates will be contacted.

The deadline for applying to this position is March 1, 2008.