



29<sup>th</sup> August 2025

**Position:** Funding & Reporting Manager

**Organization:** African Parks Congo

**Location:** Nagero, Democratic Republic of Congo

**Reports to:** Park Manager (with functional alignment to APN Fundraising Team)

**Category:** Position open to both Nationals and Expatriates

**Type of Contract:** Fixed Term (24 months)

**Start Date:** 1<sup>st</sup> November 2025

### Background

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 23 protected areas in 13 countries.

In the Democratic Republic of Congo, African Parks manages Garamba National Park (GNP) and its three adjacent hunting domains, forming the Garamba Complex, since 2005.

The **Funding & Reporting Manager** is a pivotal position linking the park's strategy with its operational delivery and donor community. The role is responsible for effective and compliant implementation of the park's grant portfolio, timely and high-quality donor reporting, and the identification and articulation of funding needs. The position works in close coordination with the Special Project Manager (in charge notably of English-speaking grants), the Park Manager, the Financial Controller, the Grants & Budget Manager, and other department heads responsible for project implementation, as well as APN headquarters (Fundraising & Innovative Nature Finance, Business Intelligence, Marketing & Coms).

At Garamba, this role has the specific responsibility for the management of



francophone grants, notably the EU portfolio, which represents approximately 40% of the park's budget in 2025. The FRM also oversees the Monitoring & Evaluation service of GNP, ensuring aligned data collection, verification, and reporting systems that meet donor requirements and inform strategic park management. The position also supports the General Park Management in reporting to ICCN (Institut Congolais pour la Conservation de la Nature), with whom African Parks has signed a Public-Private Partnership.

## Main Functions and Responsibilities

### 1. Management of the Francophone Grant Portfolio

- ▶ Oversee the park's francophone grant portfolio (EU, Okapi Fund, others), ensuring effective progress tracking and timely reporting, as well as compliant execution and risk mitigation in collaboration with implementing departments.
- ▶ Work closely with the Finance Department (Financial Controller and Grants & Budget Manager) to ensure correct donor allocation of funds, monitoring of activity burn rates, and compliance with contractual provisions.
- ▶ Coordinate regular communication with donors, including incident reporting, and support the Park's participation in donor steering committees and programme review meetings.
- ▶ Represent the park during APN quarterly Fundraising calls, providing updates on grant implementation, risks, and new opportunities. update institutional donor tracking platforms
- ▶ Support APN fundraising teams in developing new funding proposals for Garamba and co-author park-specific grant applications.
- ▶ Ensure alignment of proposals with the park's Long-Term Strategy, Business Plan and M&E programme.
- ▶ Ensure compliance with donor visibility, branding and communication requirements, in close collaboration with the park MarComms Manager.
- ▶ Coordinate donor assessment visits and technical assistance missions

### 2. Management of the Monitoring & Evaluation (M&E) Department

- ▶ Manage and supervise the M&E staff team to ensure systematic collection, verification, and analysis of data for donor and park reporting.
- ▶ Coordinate with the APN Business Intelligence team to revise the park's M&E framework annually, jointly lead surveys, studies, and evaluations, and produce analytical reports with results and recommendations for teams and partners.
- ▶ Ensure administrative management of the M&E department, including budget follow-up and staff training plans (including coaching and mentoring in M&E methodologies).





- ▶ Support strategic planning processes and deliverable (LTSS, Business Plan).
- ▶ Coordinate reporting on Garamba's UNESCO World Heritage Site designation and institutional reports to ICCN.

### 3. Other Responsibilities

- ▶ Contribute to the development of innovative financing mechanisms (carbon credits, biodiversity offsets, Verifiable Nature Units, etc.) in collaboration with APN's Nature-Based Solutions team.
- ▶ Ensure internal dissemination of donor obligations and rules across departments.
- ▶ Contribute to the continuous improvement of SOPs and donor compliance systems.

### Success Looks Like

- ✓ All francophone grants are executed with full compliance, notably in reporting expectations and risks mitigation.
- ✓ Donor visibility and branding obligations are consistently met at park level.
- ✓ The francophone grant portfolio of Garamba National Park increases over the years through regular and constructive communication with current and prospective donors strengthens trust and long-term partnership.
- ✓ M&E data is reliable, analysed, and systematically used for decision-making and reporting.
- ✓ The park's annual Business Plan and LTSS are informed by accurate data and aligned with donor requirements.

### Education and Professional Experience

- ▶ Master's degree in Political, Social or Environmental Sciences, International Cooperation, Project Management, Applied Statistics, or other relevant fields.
- ▶ At least 3-5 years of experience in international cooperation or technical assistance, preferably in biodiversity conservation or natural resource management projects.
- ▶ Minimum 5 years' experience in Monitoring & Evaluation in conservation or related fields.
- ▶ In-depth knowledge of institutional grant management procedures.
- ▶ Strong experience with multilateral/bilateral donor relations and reporting.
- ▶ Previous experience in Africa, preferably Central Africa (DRC, CAR, Congo).
- ▶ Fluent in French (oral and written) with excellent drafting and reporting skills; good working knowledge of English (oral and written).
- ▶ Strong organisational, analytical, and problem-solving skills.
- ▶ Dynamic, autonomous, and proactive, with creativity and team spirit.
- ▶ Strong interpersonal skills and ability to build trust with multiple stakeholders.



## Candidate Specifications

- ▶ Excellent strategic planning and project management skills.
- ▶ Critical thinking and strong analytical capacity.
- ▶ Ability to work under pressure and meet tight deadlines.
- ▶ High level of integrity, confidentiality, and professionalism.
- ▶ Strong leadership and capacity-building skills.

## How to Apply

To apply, please send your application (maximum 500 kb), including a cover letter and CV, to [hr-garamba@africanparks.org](mailto:hr-garamba@africanparks.org), with [davyf@africanparks.org](mailto:davyf@africanparks.org) in copy, by 22<sup>nd</sup> of September at the latest.

GNP Human Resources Department

David Tshiebue Mufuta  
Head of Department

