

# Limbe Wildlife Centre

*A collaborative effort between Pandrillus Cameroon and the Government of Cameroon, Ministry of Forestry and Wildlife (MINFOF) within Limbe Zoological Garden. P.O. Box 878, Limbe, Republic of Cameroon*

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## Terms of Reference

**Operations Manager** - Limbe Wildlife Centre (LWC), Cameroon

Responsible for managing daily sanctuary operations and overseeing animal welfare.

**Reporting to:** Country Director, Pandrillus Cameroon

**Key collaborative staff:** LWC Head Vet, LZG Government Conservator, Head Keeper, Head of Construction, Fundraising & Communications Manager

### Overview

Limbe Wildlife Centre (LWC) is a joint project between the Government of Cameroon and the NGO Pandrillus Cameroon, established in 1993 as a rescue and rehabilitation centre for victims of the illegal bushmeat and pet trades, situated in the Limbe Zoological Garden (LZG).

Its mission is to protect Cameroonian wildlife by rehabilitating victims of the illegal wildlife trade and other injured, orphaned or displaced animals, improving the conservation of endangered species in the wild, inspiring people to connect with nature and improving local communities' wellbeing.

### Role Summary

The Limbe Wildlife Centre (LWC) is seeking a dedicated **Operations Manager** to ensure operational its success and smooth **day-to-day management of staff and activities, and the health and well-being of approximately 250 animals**, including primates, birds and reptiles.

This role is a mix of **people management, admin and coordination of animal care** related activity in the field. You can expect to **split your time approximately 60:40** between 1) the office and 2) outside coordinating operations and animal care around the wildlife centre. You will work closely with the Head Vet and heads of each department, taking responsibility for daily operations, communicating effectively with the Country Director to ensure the success of LWC and all our Cameroon activities.

You'll need to:

- Manage animal care, understanding and ensuring care for the animals, their issues and needs
- Manage, on a day-to-day basis, 20 to 30 animal care / keeper, construction and other related local staff and foreign volunteers – communicating major issues to the Country Director
- Navigate the complexities of LWC being a partnership between a foreign NGO and the government of Cameroon and help manage that relationship appropriately
- Understand budgets and budget limitations, making the most of what is available, planning accordingly and providing day-to-day financial oversight with guidance from the Country Director
- Help promote conservation efforts, enhance visitor experience, manage record keeping and financial sustainability

It's a challenging job in a hot environment. Are you up to it?

This is a position with accommodation provided and small stipend/salary



## **Key Responsibilities include:**

### **Management and leadership**

- **LWC operations:** Oversee daily priorities and activities within animal care, construction, maintenance and outreach departments
- **Staff management:** Line manage the effective performance of the animal care, keeper and construction teams, including national staff and volunteers, working closely with the vet team. Ensure staff issues are being dealt with appropriately and comply with the project's protocols and the Cameroon Labour Code. Be an encouraging team leader and role model.
- **Office Administration:** Oversee office administrator and day-to-day office activities including activities related to budgets, accounting, invoicing, record keeping, personnel, communications and logistics. Assist with employee relations, payroll, staff development training and recruitment
- **Coordinate the ongoing construction and maintenance programme**
  - Work closely with the head of construction to review cost estimates, oversee enclosure maintenance, enrichment, design, and construction
  - Coordinate infrastructure improvements, reflecting individual species' needs
  - Work closely with the Country Manager to plan and manage the main construction and maintenance schedules
- **Oversee the Green Project and Education team activities** including assisting with organisation of events (e.g. graduation, workshops), in collaboration with Head of Education and Fundraising & Communications team
- Collaborate with the fundraising and communications team to help with grant applications and providing information for reports
- **Coordination of volunteer programme** (with Fundraising team) including bookings, documentation, communication, logistics and ensuring rules are followed (e.g. professional behaviour on and off site)
- Manage (and help recruit) animal care and enrichment coordinators as direct reports
- Help manage effective use and maintenance of LWC equipment and vehicles

### **Animal Care and Welfare**

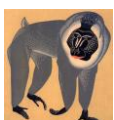
- **Oversee on-site animal care** and be the senior LWC animal care representative to stakeholders
- Ensure high standards of care and welfare, health and nutrition, of ~250 animals in close collaboration with the animal care team and veterinarians
- Coordinate animal population planning and management, including annual health check programmes, introductions/integrations to groups, movements, transfers and releases
- Maintain and improve hygiene, animal welfare, rehabilitation and release, enrichment and training protocols
- Support the vet team to deliver timely treatment and interventions to sick/injured animals, following veterinary standards established by Pandrillus & PASA.
- Ensure proper intake and documentation of animals and adherence to quarantine procedures.

### **Excellence, Compliance and Safety:**

- Maintain operational, safety and emergency protocols for the LWC project (including staff, visitors and animals)
- Ensure all activities and protocols are compliant with biosecurity, safety, health, and welfare best practise standards (PASA) and Cameroonian laws and regulations
- Help to improve all day-to-day aspects of LWC and to ensure sound fiscal management

### **Planning & Development:**

- Work with Country Director and partners to plan and develop the new Mount Cameroon National Park Wildlife Rescue and Rehabilitation Project ('LWC extension') in 1km<sup>2</sup> of forest



- Assist Country Director to develop and implement long-term strategic plans in alignment with the mission and vision of LWC, the Government and Pandrillus Cameroon
- With guidance from Country Manager, collaborate with other PASA members and PASA executive on all issues from animal transfers to funding to collective PASA initiatives
- Identify opportunities and contribute to growth of funding, grant proposals, partnerships, and community engagement.

#### **Reporting & Financial Management:**

- Oversee daily office accounting & budget activity assisting Country Manager with larger project budgets
- Direct the daily financial activities, such as cost estimates, procurement, approvals and utilisation of funds, for all departments, and ensure appropriate financial records are kept
- Assist in managing the overall LWC project budget, writing grant proposals and completing annual financial and technical reports (with Country Director and Fundraising & Communications team)
- Work with Country Director / Communications team in preparation of quarterly and annual reports, implementation of work plans, budget / financial forecasts and grant reporting
- Collaborate with Fundraising & Communications team on fundraising efforts and campaigns, assisting with marketing or outreach materials and media content.

#### **Partnerships & Relationships**

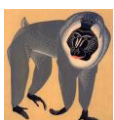
- Collaborate closely with Government of Cameroon / MINFOF representatives, particularly your counterpart the LZG Conservator
- Coordinate animal care related support, collaborations or partnerships (e.g. gorilla care with Toledo Zoo), and assist with fundraising relationships as required
- Coordinate LWC related research projects or welfare programmes with Head Vet and LZG Conservator and help organise permits and authorisations for foreign researchers
- Represent the Country Director in their absence, Limbe Wildlife Centre and Pandrillus Cameroon in official matters - to funders, donors, press, Government of Cameroon, and other internal and external stakeholders.

#### **Conservation and Education:**

- Help promote conservation initiatives and collaborate with local and national wildlife conservation organisations
- Help to direct and develop our conservation education outreach programme with the education team, to raise awareness of wildlife conservation and environmental stewardship
- Evaluate proposed research projects/students, as needed

#### **Desired Experience/Qualifications:**

- **Proven experience in management**, preferably in a zoo, wildlife centre, or related sector
- **Extensive animal care experience**, preferably with African primates, including rehabilitation, welfare and population management, with a variety of animals (mammals, birds and reptiles)
- **Strong leadership skills** and experience managing a diverse team, able to motivate and build relationships with staff, volunteers, community members, partners and government leaders
- Excellent written and verbal communication, interpersonal, and organisational skills
- Experience in finances, budgeting and fundraising
- Experience working in overseas or African NGOs – preferably in West Africa
- Relevant educational background, degree preferred.
- Knowledge of conservation practices, especially primates in the wild and their ecology.
- Veterinary knowledge is a major plus.



- Experience working in conservation in a habitat country, and practical knowledge of the issues impacting wildlife protection and environmental education.
- IT proficiency, especially Microsoft Office, particularly PowerPoint, Word, and Excel.
- Willingness to conduct oneself in a professional manner in all situations, as fitting a representative of LWC and Pandrillus Cameroon.
- Physically fit and able to work in a challenging tropical climate.
- Fluent English required; French is an asset.

#### **Working conditions & benefits:**

- Full-time 5.5 days a week position, working both indoors and outdoors with physical activity
- Accommodation in Limbe provided, including cleaning & security staff
- Small monthly stipend/salary available, depending on level of experience
- Daily local living allowance and 1 meal per day provided
- Annual leave of 21 working days
- Annual return flight to home country (after 1 year of service)

#### **How to Apply**

Please submit a detailed CV and cover letter to **manager@limbewildlife.org** and **fundraising@limbewildlife.org**

Your cover letter must include:

1. Why you are the right fit for this role and how your skills will benefit LWC.
2. Your motivation for applying and how you heard about the position.
3. Your availability and the duration you can commit to the role.

**Requirements:** All successful applicants must provide a yellow fever certificate, results of TB and HIV tests, and proof of up-to-date vaccinations (Hepatitis B, Diphtheria, Tetanus, Polio).

