



Project Administrator for Africa and Pantropical Research Grants

SUMMARY: Woods Hole Research Center (WHRC) seeks applicants for a Project Administrator to support projects focused on forest and carbon mapping and capacity building in eastern Africa and the implementation of forest conservation and rural development projects in the Democratic Republic of Congo (DRC). The successful candidate will have responsibilities in managing financial/accounting reporting for research grants located in Africa. The Project Administrator assists with managing a multi-year project funded by the Congo Basin Fund (<http://www.cbf-fund.org>) in the DRC and a NASA project in eastern Africa (Kenya, Zambia, Malawi, Uganda, Mozambique, DRC, Rwanda, and Burundi). The position is based in the US at WHRC and reports to the Principal Investigator (PI).

RESPONSIBILITIES:

- Manage the projects budgets and operational plans.
- Coordinate and collate regular project technical and financial reports from the Mbandaka office and subcontractors in the DRC.
- Provide logistical support to staff and project partners for travel and meetings.
- Provide logistical support to visiting researchers for training and technology transfer.
- Support grant writing and research/outreach publications.
- Assist in writing narrative reports for project funders and provide admin support to PI.
- Assist with online presence for the projects in coordination with communications team
- Manage logistics for international workshops including the US annual scholar program, and serve as contact point for select activities and outreach. (<http://www.whrc.org/education/capacitybldg.html>)
- Communicate in French and/or English with various project partners.
- Travel annually to DRC, working closely with the Ministry of Environment (REDD unit) in Kinshasa and Eastern Africa countries.

QUALIFICATIONS AND EXPERIENCE:

- BA, BS or Master's degree, with project management / accounting experience, ideally with experience with World Bank and/or African Development Bank procurement policies
- Theoretical knowledge or practical experience of forest management & conservation, or REDD+ desirable.
- Experience working in developing countries desirable
- Excellent bilingual (French/English) communication skills, both written and verbal; candidates not meeting this criterion will not be considered.
- Solid financial/accounting/budget skills.
- Excellent organizational, logistical, planning, and interpersonal skills.

Application Deadline: until filled. **Desired Start Date:** Summer 2012.

Salary Range: \$50,000-\$65,000, with full benefit package, exempt position.

Appointment: This is a two-year appointment with the opportunity to extend.

Application Instructions: Please refer to **Job # PADRC01**, and email cover letter, curriculum vitae, and contact information for three references to jobopenings@whrc.org.

The Woods Hole Research Center's emphasis in research is on ecosystems and includes such global issues as biotic impoverishment, climate change, sustainable development, and the role of biotic resources in support of contemporary civilization. Interest and activities extend to the interactions of science and public affairs, nationally and internationally. Equal Opportunity Employer