
AKAGERA NATIONAL PARK VACANCY ANNOUNCEMENT

Akagera Management Company Ltd was created through a partnership between African Parks and Rwanda Development Board (RDB) to manage Akagera National Park. We are seeking a dynamic and experienced candidate to fill the position of a Funding and Reporting Officer in Akagera National Park.

JOB TITLE: FUNDING AND REPORTING OFFICER

REPORTING TO: FUNDING AND REPORTING MANAGER

SCOPE OF THE JOB:

The Funding and Reporting Officer supports the effective management of the Park's grant portfolio by ensuring compliance with donor requirements and contributing to high-quality internal and external reporting. The role assists in identifying funding needs, coordinating grant-related activities, monitoring project progress, and documenting the Park's ecological, social, and economic impact.

Serving as a key link between the park and the **African Parks Network (APN)** Headquarters teams including Fundraising, and the business intelligence unit the officer supports data collection, report writing, proposal development, budgeting, and monitoring and evaluation activities.

Working closely with the Funding and Reporting Manager, Park Manager, Finance Manager, and Heads of Department, the Officer helps ensure that project achievements, funding priorities, and conservation impacts are effectively communicated to donors, partners, and other stakeholders.

Duties and Key responsibilities

- Support the effective and compliant implementation of the Park's grant portfolio by monitoring project activities and donor requirements.
- Assist in identifying, tracking, and documenting the Park's funding needs and priorities.
- Support the development, collection, and tracking of monitoring and evaluation data and performance indicators.
- Coordinate the collection, compilation, and submission of internal and external reports in collaboration with relevant departments.
- Contribute to the preparation and review of the Park's 5-Year Business Plan and annual budgets.
- Support in preparing daily, weekly, and monthly operational reports.
- Coordinate and support donor and partner visits, including logistics, briefing materials, and follow-up actions.
- Liaise with African Parks Network (APN) Headquarters teams to facilitate timely reporting, information sharing, and grant compliance.



Akagera Management Company Ltd – TIN 102012438

Directors: Mr. T. Nsanganira, Ms D. Uwase, Mr. R. Bayigamba, Mr. O. Nsengimana, Mr. I. Craig, Ms. J. Sebageni, Mr J. Gruner.

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- Maintain accurate grant records, project documentation, and reporting databases.
 - Contribute to the development of funding proposals, donor updates, and impact stories that showcase the Park's conservation and community achievements.

Additional Expectations:

- Ability to prioritize tasks and meet deadlines with minimal supervision.
- Proactive and solution-oriented approach to challenges.
- Strong interpersonal skills and ability to build positive working relationships with internal and external stakeholders.
- Adaptable and flexible in responding to changing priorities and operational needs.
- Ability to handle confidential information with discretion and professionalism.
- Willingness to travel within the park and attend meetings, workshops, and donor engagements as required.
- Interest in conservation, biodiversity protection, and sustainable community development.
- Commitment to the values and mission of African Parks Network.

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

- Minimum 3 years' experience working in the region in donor relations, tourism or conservation at a high level.
- Demonstrable experience handling data and storytelling.
- Experience with donor grant management, proposals and reporting.
- Excellent organizational, analytical, oral and written communications skills in English.
- Ability to work in remote/isolated area.
- Experience in donor relations.
- Good computing skills, particularly Word, Excel, Power Point & Outlook.
- Strong project management and evidence of working collaboratively with teams.
- Strong leadership skills, with demonstrable ability to keep teams organized and focused on the key priorities within a multitude of projects with deadlines, taking strong ownership of safeguarding and improving quality standards.
- Strong understanding of finance and accounting principles, including budgeting, financial reporting, expenditure tracking, and basic financial analysis.
- Ability to work closely with finance teams to support grant budgeting, budget variance monitoring, financial documentation, and donor financial reporting.

Note

- 1. Applications that are not meeting the above criteria will not be considered.**



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Interested candidates should submit their application letter together with all required documents to the email address below no later than **15th July 2026**. Documents should be scanned and submitted in PDF format (preferably as one document) to: amc.recruit@africanparks.org.

Applications must include the following documents:

- Application cover letter addressed to the Park Manager/CEO
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level and any experience name, (We advise applicants to submit a well-structured and clearly presented CV, as it will be carefully reviewed during the selection process)
- address and telephone numbers of three (3) references
- All the documents should be in one pdf document and named after your name and position, for example: Name, Akagera, Funding and Reporting Officer, 2026

Successful candidates will be expected to start as soon as possible.

Only shortlisted candidates will be contacted within two weeks after the application deadline.

Done in Akagera National Park on 23 June 2026.

NDAHIRIWE Ladislas
Park Manager/CEO
Akagera Management Company



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