Job title: LWC Assistant Manager
Work Location: Lilongwe Wildlife Centre (LWC)
Division/Department: Operations

Job Description:
The Assistant Manager (AM) reports to The General Manager of the Lilongwe Wildlife Centre. The AM is responsible for assisting the General manager in day to day management of the LWC. In the course of performing his/her job, the employee adheres to the general policies, performance standards and codes of conduct as described in the LWT handbook.

The AM will be leading a team of people including heads of department and shall assist in obtaining the goals and vision set out by the GM. The AM plays an important role in the daily operations including procurement, financial accounting, human resource and environmental sustainability. The AM is able to take initiative, has authority and can delegate tasks to his team members in a respectful manner. This is a senior management position and requires knowledge of standard procurement practices, finance and people management but most importantly understands how to care for the environment and has this in mind in any decision making.

- Full-time
- Part-time
- Exempt
- Nonexempt

Essential Duties and Responsibilities:
The employee shall:

- Prepare weekly budget plans for procurement of Animal feed, site utilities and any related items deemed necessary, and reconcile cash from previous week
- In charge of all procurement of LWC including animal feed, cleaning supplies, stationery and other supplies
- Prepare monthly bills for café tenant including rentals and utility payments
- Act as General Manager in case of GM’s absence
- Prepare weekly financial statement and do the banking
- Support office of GM with implementation of policies to ensure general conformance
- Sign off cash from reception everyday
- Various HR duties (disciplining, payroll, staff communication)
- Support department heads with any queries and be available as a point of contact for them
- React in case of emergency
- Other administrative tasks
- Assuring the LWC operates in the most environmentally sustainable way and constantly seeking to improve on this
- Give guidance to interns
- Project management of relevant projects (beekeeping, waste management, permaculture, ...)
- Assist with marketing

### Education and/or Work Experience Requirements:

- Has some prior experience working in a management position leading a team of people;
- A diploma or degree in business management-related studies is preferred;
- Strong knowledge on environmental practices and sustainability is a must.

### Remuneration Package:

To be discussed

### Other notes:

The Employee:

- Is able to work with minimum supervision
- Is a team leader
- Is time conscious
- Is hardworking, honest and trustworthy;
- Is eager to learn and highly motivated;
- Has a positive ‘can do’ attitude and is pro-active;
- Is able to make informed decisions given difficult situations
- Has good communication skills and can work in a team;
- Has a positive and helpful attitude towards school children and adults.
- Speaks fluent Chichewa and English.
- Is a Malawi citizen or has a permanent residence permit.

For applications send CV to applications@lilongwewildlife.org
Application deadline 10th March 2020