

EMPLOYMENT OPPORTUNITY

CONSERVATION TECHNOLOGY & ADMIN OFFICER



JOB TITLE	CONSERVATION TECHNOLOGY & ADMIN OFFICER
REPORTS TO	HEAD OF FOUNDATION FOR ZIMBABWE
LOCATION	SAPI CONCESSION, MID-ZAMBEZI VALLEY, ZIMBABWE

PURPOSE STATEMENT

This Remote, bush-based role focuses on identifying, implementing, and managing both software & hardware technologies that improve wildlife monitoring, ecological research, and conservation management. The successful candidate will help deploy and maintain tools such as camera traps, GPS tracking systems, spatial data platforms, and remote sensing technologies while supporting data systems and monitoring programs. Data collection & analysis. Cyber security. Orderly administrative assistance.

RESPONSIBILITIES

- Support the deployment and maintenance of conservation monitoring technologies
- Manage data systems and spatial information for biodiversity monitoring
- Evaluate emerging conservation technologies and recommend practical applications
- Assist with ecological monitoring programs and research support
- Maintain equipment inventories and technical systems
- Admin support, communication, reporting and administrative coordination within the Foundation team & external structures & entities. Admin assistance to the team
- Minimum requirements
- Degree or diploma in one or more of the following: conservation sciences, wildlife ecology, GIS, environmental technology, or related field
- Experience with GIS software (QGIS or ArcGIS) and data management systems
- Genuine Interest in conservation technology and wildlife monitoring tools
- Ability to work independently in a remote field environment
- Experience with camera traps, telemetry, drones, or acoustic monitoring
- Familiarity with conservation platforms such as SMART, EarthRanger, CyberTrackers, & AI applications
- Basic programming or data analysis skills (Python, R, etc.)

PERSONAL ABILITIES

- Excellent interpersonal skills, Imperative to be respectful and interact well with others
- Leadership ability and ability to stay calm in difficult situations, as well as accepting and carrying out instructions.
- Identify trends and respond accordingly with recommendations
- Team worker with the ability to interface (and motivate) with a variety of departments and people.
- Excellent communication skills, both written and oral (public and personal).
- Self-starter, highly motivated, accountable, persistent, astute, organised, methodical, accurate and analytical.
- Deadline and result orientated.

Interested applicants should email a cover letter and updated CV and trade certificates to the below listed email addresses. The subject heading of the email should be written as: **Conservation Technology & Admin Officer** To: opportunities@greatplainsconservation.com

The remuneration package will be offered according to experience and qualifications of the successful candidate.

Closing Date: 29 March 2026

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.