

FORGOTTEN PARKS

Field Operation Manager

Closing date 10 May 2026

Upemba National Park, with legal protection since 1939, is one of the oldest parks in Africa. The Park is linked to Kundelungu National Park and a number of game reserves, together forming a massive mosaic of protected areas. Forgotten Parks is responsible for the management, monitoring and protection of the park, as well as for developing sustainable financing mechanisms to meet the on-going management costs. The Field Operations Manager is responsible for providing management and logistic support (G4) in the core areas of Logistics, Stores, Infrastructure and Transport and Communications to enable these departments to carry out their roles in a timely and professional manner.

Key roles of the Field Operations Manager role are:

ATTENTION: Fluent French and English (written and spoken)

Logistics. With the support of the relevant manager:

- Responsible for negotiating costs as well as overseeing transport of equipment to the park and ensure procedures according to SOPs have been followed for purchase, delivery and proper storage of equipment and stores.
- Responsible for carrying out regular (minimum monthly) checks of key stores and equipment and through regular spot checks ensure all other stores are accounted for and kept in a safe and appropriate environment.

Stores and Rations. With the support of the relevant managers:

- Responsible for accounting, budgeting, planning and safe storage of all equipment not issued to rangers for their personal use.
- Responsible for ensuring that rangers are fed a proper diet while in Lusinga/Kayo and when deployed on operations.
- Responsible for ordering rations on a timely basis, the storage of fresh and preserved rations, cooking and waste effective disposal. Regular inventory and account checks should be in place.

Infrastructure. With the support of the relevant manager:

- Responsible all infrastructure developments and maintenance in Lusinga/Kayo and the periphery; oversee all budgetary and cost control actions; oversee all tender calls as well as contractor appointments.
- Responsible for all park infrastructure, including the planning and development of new builds as well as the maintenance and upkeep of existing buildings and infrastructure.

- To advise on the building and construction projects and ensure that they meet operational requirements and timelines. To review all budgetary and cost control actions including contracts and new infrastructure developments.
- Ensure work descriptions are established for each position and have these approved by the Park Director and signed as understood by the employee.
- Develop long term planning activities for each department and support them effectively with the required logistics.
- Organise labour efficient and effectively and coach team leaders in their jobs.

Fleet Management. With the support of the relevant manage (workshop manager and others):

- Responsible for vehicle fleet management, including licenses, permits, services, fuel and oil management, vehicle spares, safety, operation procedures (SOP), and technical upgrades.
- Responsible for overseeing all mechanics and coaching repairs via workshop manager.
- Responsible for all stock management procedures including monthly checks of spare parts tools and fuel consumption.
- Responsible for the maintenance of the aircraft fleet via the pilot, including licenses, permits, services, fuel and oil management, spares stock, safety and operation procedures (SOP), technical upgrades.
- Responsible for the maintenance of all vehicles, safety and discipline within places of work including in workshops and hangars.

Communications. With the support of the relevant manager:

- Responsible for the installation and maintenance of all static and mobile communications associated with management and operations within Lusinga headquarters and Upemba National Park.

In addition the Field Operations Manager will also support

Law enforcement: With the support of the Law Enforcement Advisor:

- Responsible for the provision of operational equipment, vehicles and supporting stores for ranger deployment and law enforcement activities in accordance with operational SOPs
- In conjunction with the LE advisor and LAB Commander responsible for managing the purchase of all basic equipment for ranger teams

Conservation:

- Support conservation activities in the park including translocation operations, animal monitoring and tracking activities, the use of the aircraft for conservation, law enforcement activities and other field related operations.
- Be prepared to provide field support to research partners, filming companies, and others.

- In charge of overseeing ration purchases and orders as well as the maintenance and management of the ranger canteen.

Key relationships:

- Park Director and the Senior Management Team
- External constructors

Key capabilities, competencies and experience needed for the job:

- Tertiary education or equivalent experience in a field relevant to park administration, biodiversity management, or conservation and wildlife
- Demonstrable experience in one or all of the following park management disciplines: technical (construction, mechanics, fence building, fence maintenance, water systems, solar), conservation (game relocations, veterinary, conservation knowledge or training), law enforcement (field experience, field management, law enforcement techniques, law enforcement technologies)
- Good knowledge of mechanic
- Good leadership and people management skills coupled with strong personal integrity and dependability
- Good report writing skills
- Demonstrable ability to mentor staff at all levels
- Demonstrable experience managing and working in partnership with other organizations
- Experience in DRC is an advantage
- Strong willingness to live in a rural setting and experience living in remote locations.
- Fluent French and English (written and spoken)
- Good team player and experience in managing teams

How to apply

Your Application: Please send your application including a cover letter and a chronological CV in PDF format to recruitment@forgottenparks.org

The cover letter will be used to judge the quality of your application.

Application deadline is 10th May 2026 and at least 3 references should accompany your application.

Duration: The initial contract is for 12 months (with a 6 months' probation)

Note on Security: The area is volatile. You will receive a security brief on acceptance of the position.