



Vacancy announcement

Operations Manager

The **Angkor Centre for Conservation of Biodiversity (ACCB)** is looking for a dynamic and experienced **Operations Manager** to enhance the effectiveness and efficiency of our conservation centre. The ideal candidate will work closely with the Country Director and the Curator of Conservation & Research at Allwetterzoo, our parent organization, contributing at the Management level to support ACCB's mission and broader conservation efforts. This role is an exciting opportunity for individuals passionate about making a meaningful impact on conservation efforts in Cambodia. If you are dedicated, motivated, and eager to drive positive change in biodiversity conservation, we encourage you to apply.

About the Role

The Operations Manager will oversee and coordinate all operational activities at ACCB, ensuring its smooth and efficient day-to-day functioning. This role involves a broad range of responsibilities, including staff management, logistics coordination, ensuring compliance with regulations, resource optimization, and contributing to the strategic development of conservation programs. The successful candidate will bring strong leadership skills, exceptional organizational capabilities, and a deep commitment to biodiversity conservation.

Key responsibilities:

Operations Management

- Oversee the daily operations of ACCB, ensuring that all departments (administration, education, conservation, research) function smoothly and effectively.
- Develop, implement, and improve operational procedures and policies to optimize efficiency.
- Manage logistics, including transportation, equipment, and supplies, to ensure timely and effective delivery of services and conservation activities.
- Monitor and manage operational budgets, ensuring cost-effectiveness and compliance with financial policies and donor requirements.

Staff Management & Development

- Support & supervise the operational team, including setting clear goals and providing regular performance feedback.
- Ensure proper recruitment, training, and development of operational staff.
- Foster a collaborative and positive work environment that encourages teamwork and professional growth.

Resource Management

- Ensure that resources (financial, human, and physical) are allocated and utilized effectively and efficiently.
- Coordinate with the finance team to track operational expenses and ensure budget adherence.
- Manage inventory of equipment and materials necessary for activities, ensuring proper storage and maintenance.

Facility Management

- Oversee the maintenance of facilities, including animal care areas, offices, and visitor infrastructure.
- Coordinate with the maintenance team to ensure the facility is in good working order and compliant with safety and environmental standards.

Project Support and Coordination

- Support the implementation and monitoring of ongoing conservation projects, ensuring operational needs are met.
- Assist in planning and organizing events, workshops, and public outreach programs.

Marketing and Social Media

- Develop and implement marketing and communications strategies to raise awareness of ACCB's conservation efforts and programs.
- Oversee ACCBs social media presence across platforms, ensuring consistent messaging and engaging content that highlights key conservation initiatives, events, and successes.
- Monitor social media analytics and trends to optimize ACCBs online visibility and engagement, fostering a greater connection with stakeholders, donors, and the public.

Reporting and Compliance

- Ensure that operational activities comply with local regulations and international best practices.
- Prepare and submit regular operational reports to the Country Director, ensuring transparency and accountability in operations.
- Monitor and evaluate operational performance, identifying areas for improvement.

Strategic Planning and Development

- Participate in strategic planning, providing operational insights and contributing to the development of long-term goals and objectives for the Centre.
- Support fundraising efforts by providing operational input and ensuring efficient use of resources for grant proposals and donor reporting.

About You

Education and Experience

- A degree in Business Administration, Operations Management, Environmental Science, Conservation, Biology or a related field.
- At least 5 years of experience in operations management, preferably in the non-profit sector, with a focus on environmental or wildlife conservation.
- Proven experience in managing teams and overseeing complex operations in a diverse environment.

- Familiarity with Cambodian conservation laws and practices, as well as international conservation standards, is an advantage.

Skills and Abilities

- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks.
- Excellent communication skills, both written and verbal, with proficiency in English; knowledge of Khmer is an asset.
- Ability to work under pressure, meet deadlines, and adapt to changing circumstances.
- Strong problem-solving and decision-making abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.

Personal Attributes

- Passion for biodiversity conservation and commitment to the mission of ACCB.
- Strong leadership abilities and the ability to work collaboratively in a multicultural environment.
- High level of professionalism, integrity, and accountability.
- Willingness to live and work in a rural setting.

About Us

The Angkor Centre for Conservation of Biodiversity (ACCB) is a species conservation program of Allwetterzoo Münster, Germany, and has been established in 2003 in collaboration with the Zoological Society for the Conservation of Species and Populations (ZGAP). It is one of the first nature conservation centres in Cambodia and is located within Phnom Kulen National Park, not far from Siem Reap and the UNESCO World Heritage Site of Angkor. The ACCB currently houses approximately 1000 individuals belonging to about 33 species of chelonians, birds and mammals native to Cambodia. Roughly 97% of the individuals at the ACCB belong to a species classified as threatened by IUCN.

The primary goals of the ACCB are:

- To provide facilities and technical expertise for the conservation breeding of selected threatened species, and to initiate and carry out appropriate reintroduction programs.
- To promote the rescue of selected native Cambodian wildlife and to provide adequate rehabilitation and release facilities while ensuring the maintenance of internationally recognized standards.
- To serve as an education and training center for communities, wildlife officials and visitors to the center in order to increase awareness of and build capacity for conservation and environmental protection and management, and to promote the sustainable use of natural resources.
- To initiate and participate in wildlife conservation and research activities in Cambodia, including *in situ* conservation activities, species recovery efforts, biodiversity inventories and natural resource-use assessment, and to provide information to support management recommendations for protected areas.

Working Conditions

- Full-time position based in Kbal Spean near Siem Reap, Cambodia.
- Occasional travel to field sites and other areas as required.

- The role may involve evening or weekend work for specific events or emergencies.

ACCB provides competitive salary and benefits packages, which includes complimentary on-site accommodation.

Please submit your application, including a cover letter and CV, along with the names and contact information of two references, to applications@accb-cambodia.org. Be sure to include “Operations Manager” in the subject line of your email. Applications will be considered on a rolling basis. The **application deadline is Sunday, 27 April 2025**. Please note that only shortlisted candidates will be contacted.