



Mgahinga Community Development Organization (MCDO)
P.O. Box 280, Kisoro, Uganda. Website: www.mcdou.org

ECOTOURISM OFFICER JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

NAME: **REPORTING TO:** MCDO Director
DEPARTMENT: **DIRECT REPORTS:** N/A
LOCATION: Kisoro, Uganda

POSITION PURPOSE:

Under the direct supervision of MCDO Director, the Ecotourism Officer will be responsible for implementation of the Community Based Tourism Project (CBT) in Kisoro, Uganda on behalf of the Project Steering Committee between MCDO & Intrepid Travel. This project is to be guided by and adheres to the roles and responsibilities outlined in the Partnership agreement.

MCDO is the leading community non-governmental organization that is promoting community led development and conservation around Mgahinga Gorilla National Park.

S/he will lead development of the community-based tourism and eco-tourism facilities. The overall goal is to use tourism as a tool to promote sustainable development through poverty reduction, conservation of the beautiful environment, education, good health, income generation and sustainable agriculture.

QUALIFICATIONS AND EXPERIENCE

- a) Knowledge: A Bachelor's degree in Tourism Management or equivalent and demonstrated knowledge of how to manage Ecotourism projects and facilities. Project Management knowledge is essential.
- b) Experience: At least 3 years' experience is required in the field of managing eco-tourism facilities and/or consulting in this area. Essential experience of managing projects to deliver on time and on budget, and Monitoring and Evaluation.
- c) Must be eligible to work in Uganda

OTHER SKILLS AND ATTRIBUTES

- Highly entrepreneurial and focused in the pursuit of both Conservation and Tourism goals with the proven ability of delivery.
- Excellent communication skills that include technical writing and marketing skills.
- Excellent command of both oral and written English.
- Fluency in both English and local languages (Rufumbira/ Runyankore-Rukiga) desirable.
- Proficient in computer programs including MS Word, MS Excel and MS Power Point.
- The candidate should have good PR skills, social media awareness, should be a self-starter and a good team player.

Annual Operational Accountabilities	Benchmark Measure
1. Planning and Implementation	a. Development of the plan for the CBT over the available time period and with the available resources to achieve the outputs and outcome as per the timeline. b. Delivery of the plan through implementation of the activities inclusive of resourcing, setup, consultation, construction, training, piloting and live testing. c. Regular review of the plan to ensure all on track and suggesting revisions of the plan as necessary to achieve outcomes on time.
2. Monitoring	a. Monitoring system for the project interventions at activity and outcome levels to establish on and off-track activities and any revisions that become necessary.

<p>3. Reporting</p>	<p>a. Formal reports and informal updates as required to the Project Steering Committee and any other invested partners to ensure everyone is on the same page. Ensure project implementation and sticking points are dealt with and resolved in real time.</p> <p>b. Regular updates on progress to any additional donors sought as and when required.</p> <p>c. development and execution of the M & E baseline and follow up surveys.</p>
<p>4. Coordination and Communication</p>	<p>a. Frequently coordinate with implementing partners (for construction, training etc.) for effective implementation of the project.</p> <p>b. Coordinate with relevant government and other agencies working in the tourism sector in Uganda, including National Parks & Tourism bodies</p> <p>c. Communicate regularly with partners and stakeholders throughout all phases of the project to ensure effective teamwork and successful delivery</p> <p>d. Utilise effective communication channels to promote the eco-tourism facility to ensure sustainability of the project over the long term</p>
<p>5. Program Development</p>	<p>a. Support the development of the physical infrastructure in line with best practice eco-tourism i.e. green development.</p> <p>b. Support the resourcing, recruitment, training and coaching of staff and service providers – cooks, waiters, housekeepers, guides, boat captains, suppliers etc.</p> <p>c. Support the development of new products and activities to offer tourists and day visitors based on good practice and the learnings from their existing products and projects.</p> <p>d. Support the development of a local value chain in terms of maximizing the local inputs from the community – food, beverages, vehicles, boats, activities etc.</p> <p>e. Stay up to date with emerging concepts and new tourism products that can be identified and suggested to the project.</p> <p>f. Identify and explore opportunities for the project to get good publicity to support the successful opening and sustainability of the eco camp going forward.</p>
<p>6. Policy</p>	<p>a. Remain informed and updated on tourism and related policy issues. Provide timely feedback to the MCDO/Intrepid Travel to address the relevant issues.</p> <p>b. Ensure all accommodation and activities are designed, implemented and run in line with Intrepid Travel’s policies on safety, responsible tourism, child protection etc.</p>