VACANCY ANNOUCEMENT

IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. IUCN works on biodiversity, climate change, energy, human livelihoods and greening the world economy by supporting scientific research, managing field projects all over the world, and bringing governments, NGOs, the UN and companies together to develop policy, laws and best practice. IUCN is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world. The IUCN Eastern and Southern Africa Regional Office (ESARO) operates in twenty two countries in the Horn of Africa, east Africa, southern Africa and the Western Indian Ocean. IUCN is an equal opportunity employer and welcomes applications from qualified women and men for the following vacancy:-

Position:	**PROJECT OFFICER, REDD+ Lessons Learning Network**
Reporting to:	**Senior Programme Officer/Head of Office**
Location:	**Dar Es Salaam, Tanzania**

RESPONSIBILITIES:

Under the general supervision of the Senior Programme Officer/Head of Office and working in close collaboration with the National REDD+ Secretariat, the Project Officer for the REDD+ Lessons Learning Network Project will assist in the overall coordination, management and implementation of the project. In particular s/he will be responsible to ensure that the project outputs and deliverables are attained within the project time frame.

The detailed terms of reference for the above vacancy is available at: http://www.iucn.org/involved/jobs

APPLICATIONS:

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of three referees, one of whom should be a recent employer. Applications should be submitted by e-mail before 30 April 2012 to: earohr@iucn.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. THIS IS A LOCAL POSITION OPEN TO TANZANIAN CITIZENS OR THOSE RESIDENT WITH WORK PERMIT ONLY.

Terms of Reference REDD+ Lessons Learning Network Project.

Position: **PROJECT OFFICER,** REDD+ Lessons Learning Network

Duty Station: **IUCN OFFICE DAR ES SALAAM, TANZANIA**

Reporting Responsibilities[1]:
Under the general supervision of the Senior Programme Officer/Head of Office and working in close collaboration with the National REDD+ Secretariat; the Project Officer for the REDD+ Lessons Learning Network Project, will assist in the overall coordination, management and implementation of the project. In particular s/he will be responsible to ensure that the project outputs and deliverables are attained within the project time frame. Specific responsibilities include:

1. *General*

- Ensure that Project activities are implemented and contributing to the achievement of the project's objectives;
- Under the guidance of the Head of Office, provide technical inputs and guide project outputs at national and sub-national levels as required;
- Collate information on a regular basis from the project components and prepare project reports as appropriate and other required project documents.

2. *Specific tasks*

2.1 Project management, administration and implementation

- Organise, supervise and support the implementation of all in-country activities for the project.
- Manage projects' budget according to activity work plans;
- In liaison with the Finance Officer, ensure that project budgets are utilized and monitored in accordance with IUCN internal controls and donor agreements.
- Organise and/or assist in the organisation and implementation of workshops, seminars and training activities, and provide technical guidance and logistical support to these events;
- Work and coordinate with government and other stakeholders in the implementation of the projects' activities.
- Contribute to implementation of regional activities when required.

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[1] *Direct reporting lines indicate those staff members providing direct supervision. Additional reporting lines indicate accountability for particular functions or areas of work. Consultation, information sharing and other relationship lines are not indicated, as they are likely to be numerous.*

2.2 Project planning, assessment and reporting

- Manage annual technical and financial work-plans, according to project requirements;
- Assist in the preparation of technical and financial reports, according to the project's internal agreement and internal institutional monitoring requirements;
- Facilitate monitoring and evaluation processes relating to the project.

2.3 Technical support and guidance

- With the assistance of the Head of Office, facilitate establishment of a national REDD+ Learning Networks and maintain close links with relevant institutions to ensure the functionality of the Learning Networks.
- Facilitate Lessons learning Networks, Workshops, meeting and field visits and ensure the resultant lessons from such activities are adequately captured, documented and help in capacity building of REDD+ practitioners.

- Facilitate the establishment, maintaining and moderating a web based learning platforms e.g. use of Blogs, discussion forums and designated social networks REDD+.
- Create positive functional link between the project and the National REDD secretariat and Task Force.
- Establish, manage and maintain Learning relationship with REDD+ Pilot projects and CCIAM project.
- Work with REDD+ communication and awareness project to support the development of strategic communications' activities and products and contribute to the effective presentation of project experiences and lessons learned; Contribute to and support awareness raising on REDD;
- Establish and maintain communication between the project, recognized global centers of REDD+ expertise and relevant national and regional networks.
- Build relationship and coordinate activities with similar IUCN projects regionally and globally; and feed into the

QUALIFICATIONS

The position requires a professional with experience in Knowledge management in the development field with at least 5 years of professional experience in the implementation of projects within the environmental or natural resource management sector. The following specific qualifications are required:

Knowledge Base

a) A university degree in Social Sciences, Development Studies, Management of Information Systems, organizational leadership or fields related to natural resources management. A Masters degree will be preferable.

b) A good understanding of Climate Change issues, especially REDD+ and its implication to sustainable ecosystem conservation in Tanzania.
c) Strong knowledge management, policy analysis and strategic thinking skills with a track record of successfully influencing policy debates through making alliances and good quality communications.
d) A track record of constructive advocacy with senior decision-makers and of influencing the outcomes of policy debates.
e) Knowledge of issues relating to sustainability of specific purpose institutions.
f) Strong knowledge and application of Multi-stakeholder Dialogue Facilitation and experience in building and leading teams.
g) Basic understanding on the current UNFCCC state of negotiations on what is related to forest actions for climate change mitigation.
h) Good understanding of REDD+ processes and issues in Tanzania.

Work Experience

i) Five years of professional work experience in Knowledge Management or advocacy Experience in innovation management, Information Management, Document Management Systems or Databases.
j) Experience in Managing or facilitating Learning Networks in development programmes.
k) Project management experience, ideally within the environmental, natural resource management or other development management setting.
l) The commitment and drive to be accountable for, and to deliver against, challenging goals.
m) A problem-solving attitude is essential.