

VACANCY



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.

IUCN Eastern and Southern Africa Regional Office (ESARO) covers twenty three countries in the Horn of Africa, Eastern Africa, Southern Africa and the Western Indian Ocean and is inviting applications from suitably qualified candidates to fill the following position:

Position – Project Assistant, REDD

Location – Dar es salaam

Administrative and Technical Reporting to: Project Officer

Reporting 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. Specific responsibilities include:

1. General

- Assist the Project officer to ensure that Project activities are implemented and contributing to the achievement of the project's objectives;

2. Specific tasks

2.1 Project management, administration and implementation

- Assist project officer in the implementation of all project activities.
- Assist in the organising workshops, seminars and training activities, and provide logistical support to these events;
- Support the project officer to work and coordinate stakeholders in the implementation of the projects' activities.

2.2 Project planning, assessment and reporting

- Assist in preparation and execution of project plans according to project requirements;

- Assist in the preparation of technical and financial reports, according to the project agreement and internal institutional monitoring requirements;
- Support the management of monitoring and evaluation processes relating to the project.

2.3 Technical support and guidance

- Support the processes that lead to establishment and operations of a national REDD+ Learning Networks.
- Support the management of Lessons learning Networks, Workshops, meeting and field visits and document the lessons from such activities.
- Carry out, literature and web based research and compile information on establishment, maintaining and moderating a web based learning platforms e.g. use of Blogs, discussion forums and designated social networks.
- Provide such information to support the Project Officer and other stakeholders to Manage the REDD+ Learning Network

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.
- b) Understanding of Climate Change issues, especially REDD+ and its implication to sustainable ecosystem conservation in Tanzania.

Work Experience

- c) Experience in managing logistics or facilitating meetings and workshops.
- d) Practicing knowledge management concepts, policy analysis and facilitation of meetings.
- e) Web based literature search and analysis.
- f) Knowledge of Issues related to environmental, natural resource management or other especially REDD+, will be an added advantage.
- g) A valid and clean Tanzanian driving license.

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 **15th June 2012** to: earohr@iucn.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED