

TRAFFIC[®]

the wildlife trade monitoring network

TITLE: East-Africa Programme Co-ordinator

DEPARTMENT: TRAFFIC East/Southern Africa

REPORTS TO: Regional Director, TRAFFIC East/Southern Africa

CONTRACT DURATION: 24 months, with the possibility of extension

LOCATION: TRAFFIC East/Southern Africa Tanzania Programme Office, Dar es Salaam

SALARY RANGE: USD45000 – USD50000 per annum dependent on skills and experience

CLOSING DATE FOR APPLICATIONS: 4th May 2012

TRAFFIC is seeking an East Africa Programme Co-ordinator for its East African Programme. The position will report to the Regional Director of TRAFFIC East/Southern Africa. The position will be based at TRAFFIC East/Southern Africa Office in Dar es Salaam, Tanzania.

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. TRAFFIC actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. The organization was founded in 1976 and has grown into an international network, with 25 offices worldwide, organized in eight regional programmes. TRAFFIC is a joint programme of WWF, the global conservation organization and IUCN, the International Union for Conservation of Nature.

The TRAFFIC East/Southern Regional (TESA) programme is responsible for conducting wildlife trade research in East and southern Africa. The Regional Office is located in Pretoria, South Africa with programme staff also based in Tanzania and Zimbabwe.

DUTIES

This is a fixed-term position for a period of 24 months with the possibility of extension.

The East Africa Programme Co-ordinator of TESA will be responsible for continuing the innovative work done in the region by TRAFFIC on wildlife trade since 1992. The main responsibilities will focus on documentation of trade, exposure of unsustainable and illegal activities, ensuring that effective natural resource management and regulations are in place and that trade is conducted under conditions of transparent governance. In carrying out these duties the Co-ordinator will ensure that all activities are implemented effectively and efficiently, consistent with TESA policies, the Guidelines for the Operation of the TRAFFIC Network and the TRAFFIC Network Financial Policies and Procedures Manual.

The East Africa Programme Coordinator will:

- Develop and coordinate TESA's Work Programme within East Africa (Djibouti, Eritrea, Ethiopia, Kenya, Mozambique, Somalia, Tanzania and Uganda) in consultation with the Regional Director and ensuring synergy with IUCN and WWF.
- Oversee, manage and implement selected programmatic areas in TESA, including partnership development, project proposal writing, fundraising, budget management, financial and technical reporting, staff supervision, liaison with donors, undertaking research and compilation of research results.
- Assist the TESA Regional Director with strategic planning and regional programme development, budgeting and management of contracts, technical and financial reporting and fundraising.
- Develop and implement programme and policy objectives that proactively resolve non-sustainable wildlife trade issues and promote solutions based on sustainable wildlife trade in East Africa.

SPECIFIC DUTIES

- Develop and lead the East African component of TESA's work programme, including timber, marine fisheries, wild meat, rhinos, elephants, capacity building, medicinal plants and aromatic plants;

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- Utilise dynamic communication approaches to provide targeted information through radio, booklets, newspaper articles, web-based information to reach TESA's target audience;
- Establish strong connections with the East African donor community and strengthen fundraising to support programme delivery;
- Focus efforts on clear priorities for the greatest conservation impact, and be able to demonstrate that impact;
- Provide objective baseline data for partners and third parties to act upon;
- Initiate trade monitoring, adaptation and mitigation programmes based on climate change priorities, such as REDD and REDD+, ensuring that it identifies and mitigates trade impacts that drives these phenomena, supports adaptation changes wherever people depend on the use of harvests from the wild, and meshes with cross-regional climate change mitigation efforts and TESA's work on, for instance, wild meat, medicinal plants, timber and coastal fisheries;
- Building on TESA track record of governance building through capacitating the human resources of wildlife departments and their partners (for instance, customs, police, airport/port authorities);
- Considers the impacts, on East Africa's fauna and flora, of the BRICS (Brazil, Russia, India, China and South Africa) and selected countries of the Arab World (in particular Member States of the Cooperation Council for the Arab States of the Gulf) and to build a programme of work that engages both regional governments the BRIC countries and the Arab World to reduce negative impacts of natural resource trade.
- Carries out technical review and, where required, sign-off of on reports and other communication materials, ensuring quality control and timely submission;
- Liaises with WWF and IUCN programmes and regional/national offices in East Africa on TRAFFIC's work programme and activities related to wildlife conservation, trade and utilisation, and liaises with other offices of the TRAFFIC Network on East African wildlife trade topics;
- Liaises with intergovernmental organisations such as the CITES and CBD Secretariats, the East African Community, with governmental agencies, NGOs, Scientific organisations and Capacity Building institutions in East Africa to foster understanding and support for TESA's programme objectives in a positive manner;
- Representing TRAFFIC at national, regional and international meetings, and other events as appropriate and after consultation with the Regional Director of TESA.

REQUIREMENTS

- A university degree in a relevant discipline (e.g., biology, political science, law or economics);
- A minimum of ten years professional field-based experience in one or more of the following resources namely, fisheries, timber, plant and animal medicinals, natural resource management or environmental law in East Africa. It will be an advantage if this experience has been gained predominantly in wildlife harvest and trade related matters;
- An established track record in formal capacity building and mentoring aimed at building governance transparency and conservation skills in the sub-region;
- Familiarity with major trends in biodiversity conservation policy and issues relevant to the trade in wild animals and plants, and broad familiarity with conservation issues of East Africa;
- Excellent understanding of CITES and other international nature conservation agreements and laws;
- Has demonstrated experience in communicating programme objectives to and in working with government and intergovernmental agencies, non-governmental organisations and other conservation partners;
- Strong skills in programme management, planning and project implementation;
- Good interpersonal and leadership skills and ability to work effectively as part of a small team, with respect for and sensitivity to multi-cultural approaches;
- Fundraising experience and financial management skills;
- Fluency and excellent writing skills in English, and at least one other East African language. Skills in Portuguese and/or French will be an advantage;
- Communications skills and experience of working with the media;
- A willingness and ability to travel widely and frequently, and to work under pressure.
- Familiarity with standard word processing, spread sheet, presentation, data base software, geographic information systems, and with electronic communication technology.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the line-management and supervision of TESA staff and consultants based in East Africa.



APPLICATIONS

Applicants are asked to submit their CV and a covering letter in English. The letter must specifically address the job requirements and duties in the order presented above. Applicants should further provide the names/contact details of three referees, including one recent employer.

TRAFFIC will acknowledge receipt of all applications for this position by return email. Only applicants short-listed for an interview will receive a further response. Interviews will take place in **mid May 2012**.

Applications should be submitted, preferably by email with the subject header:

"FAMILY NAME /SURNAME: T-ESA East Africa Programme Co-ordinator", (e.g. SMITH: T-ESA East Africa Programme Co-ordinator) on or before **4 May 2012** to:

The Regional Director
TRAFFIC East/ Southern Africa
Private Bag X11
Modderfontein
South Africa
1645

E-mail: trafficza@ewt.org.za

For further information about TRAFFIC visit our website at <http://www.traffic.org>