

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.

The IUCN Eastern and Southern Africa Regional Office (ESARO) operates in twenty four countries in the Horn of Africa, eastern Africa, southern Africa and the Western Indian Ocean.

IUCN ESARO engages directly in biodiversity conservation in the region through its innovative thematic programme, Conservation Areas and Species Diversity (CASD). The CASD programme was established in late 2010 and draws on science and best practice to enhance the conservation and management of biodiversity and ecosystem functions. It engages in enhancing management effectiveness of conservation areas – ranging from Community Managed Areas to World Heritage sites and national parks. The programme works at multiple levels – influencing policy and other institutional frameworks as well as carrying out direct field actions. The thematic programme also contributes to building the capacity of IUCN Members and partners, as well as the Secretariat to understand and implement relevant international conventions including the Convention on Biological Diversity (CBD) and the UNESCO World Heritage Convention. IUCN is an equal opportunity employer and welcomes applications from qualified women and men for the following vacancy:-

Position: Senior Programme Officer
Reporting to: IUCN ESARO Technical Coordinator, Conservation Areas & Species Diversity with functional reporting lines to the IUCN Pan African Protected Areas Programme Coordinator
Duty station: IUCN Eastern and Southern Africa Regional Office, Nairobi, Kenya
Start date: Immediate
Duration: Two years, with possibility of renewal

GENERAL SCOPE

The Senior Programme Officer (SPO) reports directly to the IUCN Technical Coordinator, CASD Programme, and has functional reporting lines to the IUCN Pan African Protected Areas Coordinator. The main duties of the SPO include the management and implementation of projects in the CASD portfolio, with a particular focus on the BIOPAMA (Biodiversity and Protected Areas Management) project as well as IUCN ESARO's initiatives related to World Heritage. The BIOPAMA (Biodiversity and Protected Areas Management) Programme is a four-year programme funded through Intra-ACP (Africa, the Caribbean and Pacific countries) resources from the 10th European Development Fund (EDF). The

Programme is being implemented jointly by IUCN, the Joint Research Centre of the European Commission (JRC) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The implementation of BIOPAMA will require targeted capacity building activities for protected area managers at various levels making full use of IUCN's network of experts and IUCN's policy informing mandate. IUCN ESARO is also supporting the World Heritage Convention with a particular focus on improving the management effectiveness of the natural World Heritage sites in Africa through targeted capacity building and knowledge sharing

The SPO will play a supporting role in the development of portfolio-wide strategies and assist the Technical Coordinator, to develop, resource and manage projects and activities, and link them with those of the other ESARO Component Programs and Global Programmes.

SPECIFIC RESPONSIBILITIES AND TASKS

1. **Programme management and implementation:** Responsible for ensuring the effective and efficient implementation of ongoing projects/programmes within the CASD portfolio. More specifically:
 - Ensure the implementation of existing CASD projects in accordance with the project documents, supporting agreements (e.g. contracts, MOUs, PAs, IAs etc.), annual work plans and the procedures of IUCN;
 - Implement specific project activities and ensure quality outputs that meet the satisfaction of project partners and donors. This includes implementing a wide range of technical activities such as designing and implementing capacity building programmes, supporting and enhancing protected area and species management networks, developing regionally tailored communication and awareness products, etc;
 - Provide capacity strengthening to project partners to improve delivery of specific project activities and objectives;
 - With relevant IUCN officers and collaborating partners, select and appoint consultants following acceptable procurement practices, and oversee delivery of quality products;
 - Ensure that project budgets are utilized and monitored in accordance with IUCN internal controls and donor agreements;
 - Ensure the collection, collation, and reporting of all project data and documents, and be responsible for the submission of technical progress reports according to the agreed formats and deadlines;
 - Provide administrative and logistical support to project implementation including the organization of workshops, meetings and consultations;
 - Undertake regular duty travel in the region as necessary to ensure smooth implementation of programmatic activities;
 - Help to communicate the project results through the IUCN website, articles, news stories, publications, etc.
2. **Representation:** Assist in building and maintaining strong relationships with relevant IUCN partners. More specifically:

- Assist in overseeing and developing the relationship between IUCN and its donors and implementing partners, ensuring that these partners are appraised of and satisfied with progress of projects in the CASD portfolio;
- As required and approved, represent IUCN at internal and external meetings.

3. Fundraising:

- Working closely with the CASD Technical Coordinator support the development of project proposals with a particular focus on leveraging additional funds related to Protected Areas initiatives.

4. Financial Support

- Liaise with IUCN ESARO Finance Officers regarding compliance with donors' contractual and financial requirements;
- Support the provision of financial reporting to headquarters and donor partners, by providing the finance department with the relevant project/programme information on a timely basis;
- Support the Technical Coordinator to regularly review, analyze and monitor the project financial reports and communicate any over-under expenditure observations to the Technical Coordinator on a timely basis;
- Coordinate the procurement process of project assets and ensure all processes are in line with the IUCN Internal Control systems and donor requirements.

5. Monitoring and evaluation

- Ensure that all projects develop and effectively implement M&E frameworks and systems, in line IUCN guidelines and procedures as well as that required by specific projects.
- Ensure that all the information related to the implementation of projects is adequately filed, organized and updated for easy access;
- Identify and use lessons to inform practice;
- Document and share lessons and experiences, as appropriate.

Required experience and qualifications

- An advanced degree in natural science related to biodiversity conservation, protected areas or related fields;
- At least 7 years of relevant working experience in the eastern and southern Africa region;
- At least five years in management of projects in the field of biodiversity conservation, natural resources or environmental management, including management of donor grants and donor relations, technical and financial reporting, monitoring and evaluation (experience with previous European Commission projects an advantage);
- A good understanding of current and emerging environmental issues in the region, particularly those related to protected areas and biodiversity conservation approaches and policies in the region;

- Good understanding of the main international multilateral environmental agreements such as the Convention of Biological Diversity, the Convention on International Trade in Endangered Species and the World Heritage Convention. Previous experience with the World Heritage Convention an added advantage;
- Previous experience working with a wide range of conservation practitioners from field to senior government manager levels;
- Experience in capacity building activities related to biodiversity conservation. Practical experience with IUCN protected areas management effectiveness tools and guidelines a distinct advantage;
- Demonstrated ability to work as part of a team and communicate in a cross-cultural environment;
- Excellent verbal and written communication skills in English, with ability to communicate in French and/or Portuguese as an added advantage;
- Fully computer literate and familiar with Microsoft Office and major software packages.

Personal Attributes

- High personal integrity
- Ability to work with minimum supervision and function in multicultural and multidisciplinary environment;
- A good team worker who can also display leadership abilities;
- Willingness to travel extensively within the region, sometimes at a short notice.

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 by e-mail before **6th July, 2012** to: IUCN Eastern and Southern Africa Regional Office Email: earohr@iucn.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED