



VACANCY

Project Assistant, Building Resilience to Drought in the Karamoja Region through Sustainable Natural Resources Management in the Okok Sub-Catchment

Position: Project Assistant

Location: Karamoja, Uganda

Background

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 Eastern and Southern Africa Regional Office (ESARO) of IUCN that coordinates the implementation of the Eastern and Southern Africa Regional Program (ESARP) is based in Nairobi under an Agreement between IUCN and the Government of Kenya. The BDR Karamoja project is one of the projects within ESARP. The project is financed by European Commission Humanitarian Aid and Civil Protection (ECHO) through Action Against Hunger (ACF). The project is a response to an assessment carried out in 2011 that highlighted the need for the completion and implementation of an Integrated Land and Water Resources Development and Management Plan that was developed in order to sustainably respond to water demands in agriculture, livestock production, human consumption and ecosystems. The project seeks to improve understanding of the status of the natural resources, and the underlying causes of vulnerability in the area of Okok sub-catchment, improve institutional capacity of local people to develop and implement natural resources management plans to address the identified causes of vulnerability and degradation, and advocate for integrated natural resources management within policy forums and region-wide learning groups. The project will link with ongoing project on building drought resilience in Kenya (Lower Tana sub catchment), and Uganda (the Upper Aswa-Agago sub catchment) which is focusing on the improvement of water and land management by local communities and government. In addition, it will also build on interventions undertaken which provided the basis for further action in improving natural resource management to improve disaster risk reduction.

Responsibilities:

The Project Assistant will support the Project Officer in the implementation of the project activities.

1. Project implementation and management

Support the implementation and management of the project ensuring performance monitoring and efficiency, effectiveness and quality outputs. Specifically, he or she will carry out the following duties:

- a. Responsible for management of project assets
- b. Assist in planning and participation in field work
- c. Assist in preparing activity budgets and accountabilities
- d. Assist in financial and administration functions for the project
- e. Assist in organizing meetings and workshops
- f. Assist in information management and correspondences
- g. Assist in organizing and participating in the project management meetings

2. Other duties

Carry out any other relevant tasks as required by, and mutually agreed with, BDR Karamoja Project Officer and Uganda Water and Wetlands Programme Officer,

3. Annual Work plan (performance agreement)

To operationalise the above mentioned duties under the job description framework, develop and implement an annual work plan (performance agreement) as well as carry out the appraisal as per the IUCN requirement.

Competencies

- Preferably a first degree in Natural resources management or related sciences especially dry land management or water resources management,
- 3 years' experience with community participation in natural resources management
- Good verbal and written communication skills in English
- Working knowledge of Ngakarimajong language
- Demonstrated skills in computer literacy, report writing and communication
- A valid driver's license

Personal attributes

1. Strong inter personal skills, cultural sensitivity, and a very good communicator
2. Innovative and dynamic, with ability to take initiative and provide creative solutions to project management problems
3. A proactive and self-motivated individual with good interpersonal skills, demonstrated ability to work in a team and capacity to pay attention to detail.
4. Excellent analytical skills and ability to work with little supervision and function in a multicultural and multidisciplinary environment.
5. Willingness to travel as needed.

IUCN staff are required to conduct themselves at all times in a manner that is compatible with their responsibilities and in accordance with the standards of conduct expected by IUCN as set out in the IUCN Staff Rules.

Applicants are asked to submit their CV and a supporting letter of motivation and provide the names and contact details (including e-mail addresses) of three referees. The letter must be submitted on or before **25th July 2012** to: earohr@iucn.org

IUCN is an equal opportunities employer and welcomes applications from qualified men and women.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED