

VACANCY



Project Administrator, Resilience Framework to support Climate Change Adaptation in the Mt. Elgon Region of Lake Victoria Basin Project

Position: Project Administrator

Location: Mbale, Uganda

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) based in Nairobi under an Agreement between IUCN and the Government of Kenya have thematic programmes (and Water and Wetlands is one of them) with projects spreading across twenty one countries in the Horn of Africa, Eastern Africa, Southern Africa and the Western Indian Ocean. One of the projects that IUCN is planning to implement (within its Water and Wetlands Programme) is a Resilience Framework to support Climate Change and Adaptation in the Mt Elgon Region of the Lake Victoria Basin. The Project will be implemented in collaboration with African Collaborative Centre for Earth System Science (ACCESS) and is funded by USAID. Its goal is to enhance coordination and adaptation action between stakeholders, using informed timely, accurate and comprehensive information to promote societal and ecological resilience to adverse climate impacts within the Mt Elgon Region, Lake Victoria Basin. The following are the specific project objectives: Improving scientific knowledge of Climate Change in Mt Elgon as water tower for Lake Victoria Basin; Demonstration of increased social and ecological resilience in hotspots of climate variability using adaption strategies including ecosystem based adaptation actions; Integrating evidence from adaptation approaches into policies across sectors; and Enhancing learning on climate change adaptation strategies at local and regional levels.

Terms of Reference:

The Project Administrator will support the Project Coordinator by providing overall administrative support to the project, which include, handling all financial and administrative matters, and management of all project logistics. Specifically the Project Administrator will do the following:-

1. Project implementation and management

- a) Support the Project Coordinator and maintain oversight on project financial management, ensure that expenditures and reports are within approved budgets and in line with donor and IUCN agreed guidelines.
- b) Maintain an up-to-date filing system of all technical and financial reports and documents related to the project.
- c) Provide all administrative support to project, including handling all administrative aspects of planning for project workshops, meetings etc.

- d) Maintain the project bank accounts and reconciliations and ensure reports submitted to the Finance Officer at the Uganda Country Office in time every month.
- e) Maintain project assets and an up-to-date inventory of the project.
- f) Support the Project Coordinator to maintain communications between the project partners, and finance offices in Uganda and Kenya on key financial matters relevant to project.
- g) Oversee procurement processes on the project in accordance with donor and IUCN guidelines.

2. Personnel Management

Supervisor of the driver attached to the project.

3. Other duties

Carry out any other relevant tasks as required by, and mutually agreed with, the Project Coordinator and Uganda Head of Office.

4. Annual Work plan (performance agreement)

To operationalize the above mentioned duties under job description, in consultation with Head Uganda Country Office and the Regional Water and Wetlands Coordinator, develop and implement an annual work plan (performance agreement) as well as carry out the appraisal as per the IUCN requirement.

Competencies

- A degree in business administration, commerce or related;
- Holder of a professional qualification of at least Certified Public Accountant (CPA) Part II/ACCA level II/CPS level II
- At least 5 years work experience in financial management and administration;
- Good verbal and written communication skills in English;
- Demonstrated skills in computer literacy.

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. Ability to work with little supervision and function in a multicultural and multidisciplinary environment.

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 **3rd August 2012** to: earohr@iucn.org

This position is open to Ugandan Nationals only.

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

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED