



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 Global Drylands Initiative (GDI) is a sub cost centre within the Ecosystem Management Programme responsible for IUCN's new programme of work in Hyper Arid, Arid, Semi Arid and Dry Subhumid lands. The GDI was established in 2011 and includes a growing portfolio of projects with particular emphases on Environmental Governance, Sustainable Land management, Drylands Biodiversity and mobile pastoralism. The GDI is IUCN's focal point to the United Nations Convention to Combat desertification (UNCCD).

IUCN is therefore inviting applications from suitably qualified candidates to fill the following position:

Position: Programme Officer, EMP-Drylands

Location: Nairobi, Kenya
Local Recruitment

GENERAL SCOPE

The Programme Officer will support the Heads of EBAP and the Global Drylands Initiative to manage and implement projects and programmatic activities within the portfolio. The work load will be split 50:50 between support to the EBAP cost centre and to the Global Drylands Initiative Sub Cost Centre within EBAP. S/he will be responsible for delivery of assigned projects in accordance with both donor and IUCN requirements as well as consistency between these projects and the overall IUCN Global Programme. S/he will contribute to developing and implementing the unit's overall strategy, including through input to fund raising efforts, and maintaining linkages with other IUCN thematic and regional programmes.

Specific Responsibilities and tasks

1. Project management and implementation:

- Support the timely implementation of funded projects in the portfolio in accordance with the project documents, supporting agreements (e.g. contracts, MOUs, PAIAs etc.), annual work plans and the procedures of IUCN;
- Ensure that project budgets are utilized and monitored in accordance with IUCN internal controls and donor agreements;
- Support the collection, collation, and reporting of all project data and documents, and assist with the submission of technical progress reports according to the agreed formats and deadlines;
- Assist in providing technical support and facilitation to project activities and ensure quality outputs that meet the satisfaction of project partners;
- Provide capacity strengthening to project partners to improve capacity to deliver on project activities and objectives.

2. Contribute to programme strategic development and implementation within the EBAP and Global Drylands Initiative (GDI):

- Contribute to intersessional and annual programme planning;
- Ensure projects within the portfolio contribute to and report against programme goals;
- Contribute to annual work planning and budgeting for the EBAP cost centre and GDI sub cost centre;
- Develop and maintain working relationships with other IUCN component programmes and staff to develop and strengthen programme implementation;
- Work closely with IUCN members and/or partners, and the line managers, to develop innovative fund raising proposals that address members and/or partner's needs;
- In collaboration with other team members and project partners, investigate additional fund-raising possibilities to ensure the sustainability of project activities and the portfolio;
- Support the heads of the EBAP and GDI to negotiate project funding with potential donors according to IUCN standards and guidelines on cost recovery;
- Contribute to the communication goals of the EBAP and GDI.

3. Representation:

- Maintain and develop relationships between IUCN and its donors and implementing partners, ensuring that these partners are appraised of and satisfied with project progress;
- Use opportunities at internal and public events to raise the profile of the of the EBAP and GDI and identify strategic partnerships and initiatives;
- Ensure working relationships between with IUCN members and Commission Members as well as other strategic partners;
- As required and approved represent IUCN at internal and external meetings.

4. Monitoring, Evaluation and learning:

- Contribute the development of a portfolio-wide M&E framework which capture the aims and objectives of the programme;
- Ensure that all projects develop and effectively implement M&E frameworks and systems, in line IUCN guidelines and procedures as well as the project requirements;
- Contribute to developing capacity for M&E within 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.

Qualifications and Experience required

- A Masters degree in environmental management, or related natural resource discipline;
- At least 5 years working experience, of which 3 must be in the management of projects in Natural Resource Management or a related field;
- Experience with results-based project cycle management including monitoring and evaluation methodologies and project budget management;
- Experience in participatory and community based development or natural resource management approaches;
- A good understanding of drylands conservation and sustainable development issues;
- A good understanding of current adaptation debates and ecosystem based approaches;
- Experience in interacting confidently with multiple stakeholders including with government officials and local communities;
- Willingness to undertake regular field visits in challenging environments;

- Excellent communication skills and proven writing ability;
- Computer proficiency in Microsoft Office Suite;
- Fluency in French would be advantageous.

Personal Attributes

- Strong motivation for working on biodiversity conservation and sustainable development;
- Ability to work with minimum supervision and function in multicultural and multidisciplinary environment;
- A clear and analytical thinker and communicator;
- High personal integrity especially in matters related to finance, official information and communications;
- Strong organisational and administrative skills;
- A good team worker who can also display leadership qualities;
- Willingness to travel globally for not less than 30% of the working year, 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 **21st March, 2012**: IUCN Eastern and Southern Africa Regional Office Email: earohr@iucn.org IUCN is an Equal Opportunity employer

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED