**VACANCY ANNOUCEMENT**

IUCN, the International Union for Conservation of Nature, was founded in 1948 and brings together over 1,100 members (States, government agencies, NGOs and affiliates) and some 11,000 scientists and experts from 181 countries in a unique worldwide partnership. Its mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. Within the framework of global conventions IUCN has helped over 75 countries to prepare and implement national conservation and biodiversity strategies. IUCN has approximately 1,100 staff, most of whom are located in its regional and country offices while some 150 work at its Headquarters in Gland, Switzerland. IUCN is an equal opportunity employer and welcomes applications from qualified women and men for the following vacancy:-

**Position: Junior Professional Assistant, Water and Wetlands Programme**

**Reporting to:** **IUCN East and Southern Africa (ESARO) Regional Water and Wetlands Coordinator**

**Location: Nairobi, Kenya**

**RESPONSIBILITIES**

The Junior Professional Assistant will provide administrative and technical support to the IUCN ESARO Water and Wetlands Programme. Other Specific responsibilities and tasks will include:

* Support the management and implementation of projects
* Support administration of contracts, budgets, workplans, and technical and financial reporting
* Liaise between programme and finance on reporting and project implementation
* Provide support to documenting and archiving project activities and input into communication materials for internal and external audiences.
* Provide input into water and wetlands programme development

The detailed terms of reference for the above vacancy is available at: <http://www.iucn.org/involved/jobs/>

**COMPETENCIES**

Two to three years experience with::

* A first degree in Water Resource Management, Natural Resource Management, Environmental Sciences or related field.
* Master’s degree is an asset
* Project management skills with strong ability to manage budgets and track finances
* Ability to take initiative and provide creative solutions to project management problems
* Excellent analytical skills and ability to work with little supervision and function in a multicultural and multidisciplinary environment.
* A proactive and self motivated individual with good interpersonal skills, demonstrated ability to work in a team and capacity to pay attention to detail.
* General computer literacy and technical writing
* A strong command of English as a working language is essential: written and spoken Kiswahili and/or Portuguese would be a distinct advantage.

**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. Applications should be submitted by e-mail before  **March 11th, 2011** to: IUCN Eastern and Southern Africa Regional Office. Nairobi, Kenya. Tel: ++254 (020) 890605-12, 2493561/65/70. Email: earohr@iucn.org  **Applications by email are preferred.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**