



JOB OPPORTUNITY

Programme Officer – Forests and Climate Change

The Pan African Climate Justice Alliance is looking for a qualified person to fill the position of a Programme Officer (Forests and Climate Change), to be in charge of a three-country programme supported by Forest Carbon Partnership Facility of the World Bank. In addition, the person will perform a variety of tasks as needed and directed from time to time.

General duties and responsibilities

1. Participate in research:

- Coordinate research/fieldwork in selected locations within Kenya, Uganda and Ethiopia
- Maintain appropriate communications with key stakeholders and partners. Stakeholders may include local and national government agencies; environmental, development, and social advocacy NGOs; private companies; and donor organisations
- Maintain databases related to the project/programme
- Assist in (literature) review, data analysis, and other tasks supporting research
- Assist with the preparation and publication of research results/reports
- Oversee the development of a database containing the data obtained from interviews and.
- Assist in other research activities as required.

2. Provide project management assistance:

- Work with relevant staff in the management of contracts and agreements with research partners, donors, consultants, and interns
- Contribute to the development of project proposals
- Assist in organising workshops, training or fieldwork as required
- Other duties as required by the project.

3. Participate in cross-programme/cross-project activities:

- Contribute to the organisation of and participate in activities, meetings and discussions as required

- Assist as and when necessary in planning and development of Medium Term Plans and reports as required
- Other tasks, as needed.

Requirements

Education, experience and technical skills

- Bachelors degree in social sciences, economics, forestry, environmental studies, or other related discipline. Advanced studies will be an added advantage.
- Strong background in statistics and quantitative analysis
- 3-5 years of relevant experience
- Knowledge of and experience in conducting research on forestry and/or climate change issues and development of Geo-spatial maps.
- Excellent written and spoken English
- Strong computer skills in word processing, database and other relevant office applications.

Personal attributes and competencies

- Competent in personal organisation and priority setting, with the ability to work effectively under time pressure and manage multiple priorities
- Demonstrates initiative; capable of working independently and as an effective team player
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment
- Experience working with a wide and diverse network of groups and individuals.

Terms and conditions

- PACJA offers competitive remuneration commensurate with skills and experience.
- The appointment will be for a period of 1 year with a possibility of extension contingent upon performance, continued relevance of the position, and available resources.
- The duty station will be at PACJA, Headquarters, Kabarnet Road (off Ngong Road), Nairobi.

Application process

- The application deadline is 20th January 2013.
- We will acknowledge all applications, but we will contact only short-listed candidates.

Please send your cover and a detailed CV, including contact information for three referees, to:
The Coordinator on: info@pacja.org