



IUCN, the International Union for Conservation of Nature and Natural resources, was founded in 1948 and brings together nearly 1,100 members (States, government agencies, NGOs and affiliates) and some 10,000 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 vacancies:-

IUCN Eastern and Southern Africa Regional Office covers twenty one countries in the Horn of Africa, Eastern Africa, Southern Africa and the Western Indian Ocean.

**POSITION:                   PROGRAMME OFFICER – DRYLAND - KENYA**  
**LOCATION:                   Nairobi, Kenya**  
**Local Posting**

Under the general guidance of the Regional Drylands Coordinator, manage assigned projects, support implementation of other projects, and contribute to the overall IUCN programme delivery.

### **Responsibilities**

1. Manage an assigned portfolio of projects according to IUCN internal control systems by :
  - a. Ensuring that the ESARO Project Approval Process is adhered to;
  - b. Managing projects within IUCN's Knowledge Network.
2. Participate in the development of new activities through support to proposal writing, facilitating planning meetings, reviewing and drafting contracts/agreements.
3. Ensure timely implementation of project activities and provide technical support to implementation, including training, participatory planning, and in the development of publications and other outputs of the project.
4. Manage Project Contracts in collaboration with the HR and Administrative departments.
5. Oversee Project financial management in collaboration with the Finance Department and project leaders.
6. Ensure accurate and timely reporting on all projects internally and to donors.
7. Facilitate Monitoring and Evaluation.
8. Provide support to Human Resource Management within assigned projects.

## **Competencies**

- A Masters degree in environmental management, or related sciences.
- Experience with results based project cycle management including monitoring and evaluation methodologies and principles and project budget management.
- Experience in community based natural resource management, including the use of Participatory Approaches.
- Experience coordinating projects with other partners in government and NGOs.
- Robust understanding of drylands ecosystems.
- Good understanding of the concepts of sustainable development, livelihoods and ecosystems approaches.
- Good verbal and written communication skills in English and a working knowledge of Kiswahili.
- Computer proficiency in Microsoft Office Suite.
- Proven analytical skills.
- Experienced in technical writing as evidenced in publications
- Ability to work with minimum supervision and function in multicultural and multidisciplinary environment
- Willingness to travel extensively within the region for not less than 40% of work year.

## **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 **clearly indicating the position and Country** on or before **10<sup>th</sup> July, 2009** to: IUCN Eastern and Southern Africa Regional Office Nairobi, Kenya; Tel: ++254 (020) 890605/12; Email: [earohr@iucn.org](mailto:earohr@iucn.org) . **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**