



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: PROGRAM OFFICER TANZANIA
LOCATION: Dar es Salaam, Tanzania
Local Recruitment

Under the general guidance of the Head of Office Tanzania, plan, monitor & assess all aspects of IDRC support and Drylands projects multiple projects and support to all those involved to achieve the project objectives on time and to specified cost, quality and performance

Take the lead in developing and managing the overall communications strategy and program for the IUCN Eastern and Southern Africa Regional Office (ESARO). Develop and maintain a comprehensive integrated communication and knowledge management program that will increase ESARO's visibility and enhance its viability and ability to implement its mission through professional communications.

Key Responsibilities:

1. Plan results: Participation in the development of new activities through support to proposal writing; facilitating planning meetings; reviewing and drafting contracts/agreements;
2. Manage a program/project portfolio: a) ensure that the ESARO Project Approval Process is adhered to; b) monitor and provide information on project evolution; Management of Project Contracts: a) oversee Project financial management in collaboration with the Finance Officer and project leaders
3. Provide technical input on the field, for example in Participatory Planning, and in the development of publications and other outputs of the project
4. Management of Projects including ensuring project delivery of activities and results and

5. Management of reporting systems: a) ensure that appropriate activity and financial reports are produced in accordance with project documents; and b) review content and quality of report to ensure that aspects related to project management are adequately reported
6. Facilitate Monitoring and Evaluation processes of the projects under his portfolio.
7. Perform other tasks as requested by the Head of Office Tanzania

Competencies

- A Masters degree in environmental management, natural resources management or related sciences
- At least five years in management of projects in field of natural resources or environmental management.
- Experience with results based project cycle management, monitoring and evaluation methodologies and principles, and facilitation techniques
- Experience in participatory planning and natural resource mapping.
- Experience in interacting with multiple stake holders including government officials and local communities.
- Good verbal and written communication skills in English and Kiswahili
- High personal integrity especially in matters related to finance, official information and communications
- 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 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. Applications should be submitted by e-mail and **clearly indicating the position and Country** on or before **10th July, 2009** to: IUCN Eastern and Southern Africa Regional Office Nairobi, Kenya; Tel: ++254 (020) 890605/12; Email: earohr@iucn.org . **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**