



The International Union for Conservation of Nature (IUCN) 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 1,000 staff, most of whom are located in its regional and country offices while some 150 work are based at its Headquarters in Gland, Switzerland. IUCN is an equal opportunity employer and welcomes applications from qualified women and men.

VACANCY ANNOUNCEMENT

TITLE:	CARPE DRC FOCAL POINT
PROGRAMME:	Central Africa Regional Programme for Environment (CARPE)
DUTY STATION:	Kinshasa – Democratic Republic of Congo
TYPE OF APPOINTMENT:	1 year renewable
REPORTING TO:	CARPE Regional Programme Manager

As CARPE moves from lessons learned to field implementation with specific emphasis on twelve selected landscapes in the Congo Basin, the Focal Points are so vital for the monitoring and reporting process. Under the technical, administrative and financial management of the host related international partner (IUCN in this case), Focal Points, as field-based staff, are better placed to link field activities to policy priorities as identified by host governments, play a central role in public diplomacy, strengthen civil society capacity for advocacy and governance and monitor ongoing activities in landscapes. They are also expected to serve as facilitators to convene and chair CARPE “Country Teams” which will plan and execute joint country work plans designed to achieve annual benchmarks under IR2 and IR3 Indicators 2 & 3 and to coordinate with a range of regional initiatives and activities related to good governance and the strengthening of civil society.

Under the administrative and technical supervision of the IUCN-CARPE Program Manager based in the IUCN-Regional Office in Yaounde, major duties and main tasks of IUCN-CARPE Focal Points will be as follows:

1- Major Duties:

- Provide technical, logistical and other necessary assistance to facilitate the implementation and monitoring of CARPE/CBFP activities;
- Work closely with CBFP partners to achieve program results and make progress in the achievement of performance indicators specified in strategic plans, annual work plans and performance monitoring plan;
- Convene and chair CARPE “Country team”;
- Play a central role in public diplomacy, linking field to host governments and US Embassies;
- Structure and run a small grant program for civil society capacity building for advocacy.

2- Main tasks:

As a member of the CBFP Project Management Team,

- Participate in work plans development for CARPE/CBFP partners working in the country and make any relevant suggestions;
- Analyze quarterly activity reports from the partners as well as technical reports related to CARPE/CBFP activities and make reports on gaps against the real field situation;
- Help convene partners at the country level to discuss and report on results at the country level;
- Facilitate participation by CARPE/CBFP partners in key events (forums, seminars, workshops, meetings and track, and report on field level experience in the country related to controlling deforestation, improving the management of forest resources and biodiversity conservation;
- Facilitate the CARPE/CBFP conservation leaders and NGO/University partnership programs;

- Help identify opportunities for collaboration between US partners and local partners in the country to promote a field level impact;
- Serve as on-the-ground liaison for the CARPE/CBFP partners who have no permanent field presence.
- Explore all possibilities for promoting African participation in the CARPE/CBFP process and promote in-country networking among public agencies, local NGOs, donors and the private sector;
- Assist in donor coordination gathering and make reports for issues that may require CARPE/USAID attention;
- Report on other conservation initiatives having a link with CARPE/CBFP at the country level;
- Collect and analyze other relevant information having a link with CARPE SO and make suggestions accordingly;
- Collect information about, and analyze in-country activities and assist in the dissemination of lessons and information generated by CARPE/CBFP;
- Maintain a “resource center” housing all documents produced by CARPE/CBFP that can be leveraged by local partners;
- Serve as a more accessible source of information on the CARPE/CBFP Program in different CARPE countries as requested, and inform CARPE/CBFP partners of important political, economic and environment policy developments in these countries;
- Contribute to the achievement of specific tasks identified by the Program Manager and undertake other tasks that may be identified in the future.

Grant Program management

- Present the CARPE/CBFP grants program (including grant criteria, application procedures, etc...) to all potential grantees [non-governmental organizations (NGOs), community-based organizations (CBOs), and other key stakeholders];
- Set up an in-country review panel for the small grant proposals submitted and make recommendations to the Program Manager.
- Ensure that Small Grant activities and projects meet the criteria set forth in the USAID approved “Small Grant Policy and Procedure Manual”;
- Provide financial, management and technical assistance to grantees for the formulation of project proposals, as necessary;
- Assist with field verification of proposals from potential partners;
- Develop sound monitoring and evaluation plan for small grant activities, including periodic project site visits;
- If requested by the Program Manager, provide feedback to grantees concerning their activity and financial reports;
- Respond to all correspondence from grantees concerning any eventual problems or delays encountered in grant implementation.
- Contact grantees when required activity and financial reports are late;
- Prepare regular activity reports on CARPE/CBFP grant activities.

Capacity Building

- Conduct training needs assessments of local non-governmental organizations;
- Provide training, as appropriate, for local organizations needing assistance in such areas as proposal writing, project planning and financial management, advocacy campaign, etc.;
- Evaluate and document the effectiveness of training and monitor any increase in the capacities of local organizations;
- Liaise with Universities to assess training needs for students in the area of NRM;
- Supervise students from universities from selected applications sent for the Internship.

Coordination

- Keep other NGOs, donors and local government agencies informed about CARPE/CBFP recent activities and general progress;
- Help establish and maintain a collaborative network among all CARPE/CBFP partners in CARPE’s countries. Seek out and cultivate new productive partnerships for CARPE/CBFP. Contribute to communication effectiveness and the sharing of lessons learned;
- Provide any assistance to other CARPE/CBFP partners as requested;
- Organize national and regional meetings and workshops as needed.

Supervisory Responsibility:

- Supervise the Administrative Assistant, the driver, and the Resource Center Manager;
- Work in partnership with other Focal Point staff and CARPE Consultant to facilitate the accomplishment of program objectives their tasks and oversees the work of CARPE/CBFP Focal Point unit.

Landscapes Monitoring:

- Field visits and report using USAID approved field guide, to monitor and evaluate field activities in landscapes.
- Monitoring in country activities outside Landscapes and report using the country matrix
- Based on CARPE PMP indicators, report on results achieved outside landscapes using CARPE financial resources, matching funds or both.

Working Relationships:**Internal:**

- Interact frequently with the CARPE/CBFP Program manager in host institution, other CARPE/CBFP Focal Points, and all other CARPE/CBFP implementing partners;
- Work under the administrative and technical supervision of the Program Manager. Technical advices can be sought from USAID/CARPE head office

External:

- Interact with grantees, donors, local NGOs, government officials, consultants, Embassies and others.

3- Selection Criteria

The selected candidate will have the following qualifications:

- An advanced degree, preferably in the environmental sciences, natural resources management, forestry or related fields;
- A minimum 5 years of professional experience with natural resources management and/or environmental economics preferably related to forestry;
- A thorough understanding of the ecosystem approach, and of issues related to ecosystem goods and services;
- A documented ability to motivate and provide leadership and work in a international team environment;
- A dynamic and communicative personality;
- Strong networking skills, appropriate to a multi-stakeholder context;
- Proven experience in programme management, good analytical skills, and demonstrated ability to think strategically;
- Proven ability in writing skills;
- Fluency in written and spoken French or English and a strong working skill for the second language,
- Fully computer literate and familiar with Microsoft Office and major software packages;
- Willing to travel frequently within the region and internationally.

Interested persons should fill the attached **PACO application form** and forward it together with **their curriculum vitae** and a **motivation letter**, preferably by email, **no later than February 10th, 2010** to,

Human Resources
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