

## ***BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION***

<b>JOB TITLE:</b>	Project Officer - South East Asia Forest Policy
<b>DIVISION/DEPARTMENT:</b>	Policy/Science, Policy and Information Management

### **1. OVERALL PURPOSE**

The South East Asia Forest Policy Project Officer will work with BirdLife Partners to support the coordination of a five year (2017-2021) initiative, funded by the European Commission, aimed at building the capacity of civil society organisations in South East Asia to participate effectively in forest monitoring, management, planning and policy processes. The focal countries of the project are Malaysia, Indonesia, Philippines and Papua New Guinea.

The Project Officer will be responsible for monitoring and reviewing the project's €5 million budget and spending to ensure it complies with the rules of the European Commission (EC) and to help ensure the successful implementation of the project. In addition, the officer will support the project manager in their duties including monitoring project activities and risks and coordinating project management groups and meetings. They will also help lead the project reporting and evaluation.

### **2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
South East Asia Forest Policy Project Manager, based in Asia, with oversight from Head of Policy, Cambridge
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
Working closely with colleagues in the Finance Department, Science, Policy and Information Department (in particular the Global Policy Division) and Forest Programme Coordination Team in Cambridge, and with staff in the Asia Regional Secretariat based in Singapore.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
Working closely with BirdLife Partners involved in forest conservation in the Asia region, in particular the project partners in Malaysia, Indonesia, Philippines and Papua New Guinea. The post-holder will provide coordination, advice and information and support implementation of forest conservation initiatives.

### **3. KEY WORKING RELATIONSHIPS**

*(Note: Rank each contact type on level 1-3 as indicated below)*

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Partner Staff	2	General Public	1	Institutional policy makers / Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators/ Auditors	2	Individual donors/ members	1

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Suppliers/Service Providers	2	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
<p><b>Level of Contact</b></p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

### **4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p><b>Planning, coordination and evaluation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support implementation of the €5 million EC-funded South East Asia forest policy initiative in the Philippines, Malaysia, Indonesia and Papua New Guinea</li> <li><input type="checkbox"/> Support internal and external evaluation and reporting of the South East Asia forest policy initiative</li> <li><input type="checkbox"/> Support the Project Manager to coordinate project management meetings and information sharing between project partners</li> </ul> <p><b>Budget management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the Project Manager and project partners to monitor and review the project's budget and spending in line with EC funder rules</li> <li><input type="checkbox"/> Manage the project budget against forecast and estimated costs, maintaining a project expenditure tracking system, and ensure that exceptions are identified, mitigated and approved</li> </ul> <p><b>Funder compliance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain an up-to-date understanding of funder compliance requirements and provide support and training to programme teams and partners to meet such requirements, including developing funder compliance summaries/checklists/systems</li> </ul> <p><b>Risk management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support an updated risk register for project management purposes</li> </ul>
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### **5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated authority from line manager/Divisional Director as needed to spend from project budgets in line with internal procedures.
<b>Contracts – Funders</b>	Delegated responsibility from line manager/Divisional Director as needed to submit proposals and negotiate contracts in line with internal procedures.
<b>Contracts – Staff/Consultants</b>	Delegated responsibility from line manager/Director as needed to hire short term/project staff/consultants and recruit interns/volunteers in line with internal procedures.
<b>Contracts – Service providers</b>	Delegated responsibility from Director as needed to negotiate contracts in line with internal procedures.
<b>Legal Responsibility</b>	

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### **6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Degree in related field or equivalent experience. Must be numerate and literate, with a high level of oral and written communication skills.
<b>Job Specific Education/Qualification</b>	Finance qualifications and a finance background. Significant post-qualified experience.
<b>Job Specific Knowledge</b>	Familiarity with project administration and management frameworks. Sound basic financial literacy.
<b>Experience</b>	Substantial work experience (preferably five years or more) in project administration and project reporting, with a proven track record of budget management.
<b>Management and organisational skills</b>	Budget management and organisation skills, attention to detail and ability to work under pressure and meet deadlines. Experience of operating within an international environment desirable. Ability to network, motivate and collaborate with others, with cultural sensitivity.
<b>Communications skills</b>	Excellent oral and written communication skills, including an ability to communicate complex issues and draft clear, concise documents.
<b>Creativity and initiative</b>	Demonstrated ability to develop and deliver budget and project management systems.
<b>Computer Literacy</b>	Sound skills in using MS Office, in particular Excel, managing e-mail and using the web.
<b>Languages</b>	Complete fluency in English.
<b>Travel requirements</b>	Willingness to travel occasionally outside the UK.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Experience in the conservation and/or forestry sectors</li> <li>• Experience of managing projects in Asian or other developing countries</li> <li>• Experience in delivery and management of EC grants</li> <li>• Experience with accounting software</li> <li>• Specialist expertise in one or more project management frameworks</li> </ul>	

<b>Prepared by:</b>	<b>Date:</b>
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