

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	CEPF Programme Officer for Cabo Verde
DIVISION/DEPARTMENT:	TBD (Conservation Department or West Africa Division)
LOCATION:	TBD – Cabo Verde, or West Africa BirdLife Office in Senegal or Ghana.

1. OVERALL PURPOSE OF JOB

To promote stakeholder engagement and ensure the successful implementation of the Critical Ecosystem Partnership Fund (CEPF)'s programme in Cabo Verde, as part of the Regional Implementation Team for the Mediterranean Basin Biodiversity Hotspot.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
RIT Manager, BirdLife Secretariat (Cambridge, UK) Head of West Africa Sub-Regional Office, depending on location.
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<p>RIT staff (BirdLife staff):</p> <ul style="list-style-type: none"> • Small Grant Manager (Cambridge, UK) • Director of Conservation (Cambridge, UK) • Communications team (Cambridge, UK) • Programme Officer for Middle East (Amman, Jordan) <p>West Africa Office: (if based there)</p> <ul style="list-style-type: none"> • Head of West Africa Sub Regional Office • Finance staff • Other relevant staff in technical programmes
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Liaison with Programme Officers and staff within the RIT, based at BirdLife Partners in France (LPO), Slovenia (DOPPS) and Serbia (BPSSS).
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • CEPF Applicants: provide information to applicants • CEPF Grantees: support grantees to deliver on their grant obligations • CEPF Grant Director: provide strategic, administrative and technical support related to Cabo Verde • CEPF Grant Manager: provide administrative and technical support related to Cabo Verde • Stakeholders: engage, promote and provide information on the CEPF Cabo Verde portfolio

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	0	Regulators/ legislators/ auditors	0	Individual donors/ members	0
Suppliers/service providers	1	Scientific community	1	VIPs/ royalty/ high worth individuals	0
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 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> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>The Cabo Verde Programme Officer will be the RIT focal person in Cabo Verde and an integral member of the RIT, with four main duties consisting in:</p> <ol style="list-style-type: none"> 1. Promote the CEPF programme in Cabo Verde <ul style="list-style-type: none"> ▪ Promote the CEPF programme to civil society and other stakeholders in Cabo Verde ▪ Communicate with applicants throughout the application process to ensure they are informed and fully understand CEPF processes ▪ Conduct meetings and thematic events to engage and inform stakeholders ▪ Translate key documents into local languages, including templates and news stories ▪ Share information and seek synergies with ongoing and pipeline conservation initiatives 2. Build a portfolio of grants in Cabo Verde <ul style="list-style-type: none"> ▪ Provide strategic advice to the RIT, CEPF Secretariat and Advisory Committee on the planning and implementation of the Cabo Verde programme ▪ Review all small and large grant applications for Cabo Verde following set procedures and checking for eligibility of CEPF requirements ▪ Build a network of external experts to assist with application reviews ▪ Prepare responses for all applications in local languages ▪ Ensure all granted projects are in line with the CEPF Investment Strategy and contribute to a coherent portfolio of mutually supportive grants ▪ Provide technical support to grantees in designing and finalising their project proposals for conservation outcomes ▪ Provide operational support to grantees on CEPF tools and processes to finalise their proposals ▪ Provide local language support, as well as logistical and technical knowledge to the RIT and CEPF Secretariat for the proposal finalisation stages ▪ Build a network of CEPF grantees within Cabo Verde, forming synergies and links between projects, as well as with other CEPF grants and local/global initiatives
--

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

<p>3. Monitor and Manage Grants in Cabo Verde</p> <ul style="list-style-type: none"> ▪ Provide ongoing support to large and small grantees so they understand all elements of their grant contracts and deliverables, understand processes and mitigate any issues ▪ Build the capacity of grantees through technical support and advice on project implementation ▪ Ensure grantees complete all necessary tracking tools, reports and forms throughout their project implementation ▪ Ensure the application of CEPF social and environmental safeguards by grantees ▪ Review all grantee reports, provide feedback and liaise with the RIT and CEPF Secretariat on any actions to be taken ▪ Ensure all grant documentation is correctly filed and captured on CEPF databases ▪ Support the monitoring of conservation outcome statistics for all projects ▪ Conduct workshops for grantees for training and information sharing ▪ Conduct monitoring visits to the field or grantee offices to monitor grant progress and provide support to grantees ▪ Support and organize supervision missions by CEPF, RIT or donors to grantee projects and sites ▪ Facilitate workshops, exchange visits and other mechanisms for exchanging experience among CEPF grantees ▪ Provide local language support and technical knowledge to the RIT and CEPF Secretariat for the whole project cycle of implementation <p>4. Provide administrative and programmatic support to the RIT and CEPF</p> <ul style="list-style-type: none"> ▪ Prepare a bi-annual progress report on activities ▪ Prepare travel expense reports where required and timesheets of working hours ▪ Provide and present information and grant data for ad-hoc meetings and reports ▪ Support the RIT and CEPF with fundraising activities ▪ Support the Communication Officers to share lessons learned and success stories ▪ Participate in RIT meetings for training and strategic planning ▪ Conduct exchange visits with other RIT members to share regional lessons learnt and best practices ▪ Contribute to key strategic meetings such as Advisory Committee meetings, Mid-term and final Assessments

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: BSc or equivalent experience
Job Specific Education/Qualification	MSc will be an advantage, esp. in conservation / development related fields
Job Specific Knowledge	Desirable: interest in and understanding of conservation and development issues in Cabo Verde, preferably with hands-on knowledge and experience. Also an interest in capacity building; support to Community-Based Organisations/Non-Governmental Organisations; and fundraising

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Experience	Essential: A proven track record of relevant work experience in project management/support, including administration, organisation, reporting, and communications
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker
Communications skills	Essential: Excellent written and oral communication skills
Analytical Skills	Essential: Ability to analyse complex problems, and generate creative and pragmatic solutions
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: computer literacy in all standard Microsoft office applications
Languages	Essential: Oral and written fluency in English and Portuguese. Desirable: Cape Verdean Creole (Kriol)
Travel requirements	Ability to travel to Cabo Verde (if not based there), with at least one 1-week trip per year. Ability to travel within the Mediterranean region at least once per year for team meetings
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
Liz Smith	01/08/2019