

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	CEPF Guinean RIT Project Officer (Upper Guinea Sub Region)
DEPARTMENT:	Africa
DIVISION:	Network and Capacity Development
UNIT	Regional Implementation Teams

1. OVERALL PURPOSE OF JOB

To promote stakeholder engagement and ensure successful implementation of the Critical Ecosystem Partnership Fund (CEPF)'s **Guinean Forest of West Africa Biodiversity Hotspot** Regional Implementation Team.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Guinean RIT Leader
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
none
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Guinean RIT Leader and Finance Officer; interns, volunteers; other relevant staff in technical Programmes
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Liaison with grantees and applicants in Guinea, Sierra Leone, Liberia and Cote d'Ivoire
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
GEF Focal Points, Sub Regional Initiatives

2 (a). KEY WORKING RELATIONSHIPS GRID

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife's reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (e.g. verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors).

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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	0	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</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> <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 Upper Guinea Project Officer will be an integral member of the RIT, with four main duties consisting in:</p> <ol style="list-style-type: none"> 1. Act as the RIT Focal person in the four countries of the Upper Guinea Sub Region – Guinea, Liberia, Sierra Leone and Cote d’Ivoire <ul style="list-style-type: none"> • Promote stakeholder engagement in the subregion • Communicate with applicants throughout the application process to ensure applicants are informed and fully understand the process 2. Provide project implementers with technical support and build their institutional capacities <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.
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- 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.
 - Support the organisation of project events (meetings, workshops, training programmes etc) to build institutional capacity of grantees to ensure efficient and effective project implementation
- 3. Monitor and report back to RIT team and CEPF on programmatic performance**
- Manage calls for proposals, advisory service, processing and reviews of Small / large grants Letters of Interest (LOIs) for the Sub Region
 - Support the review of large grantees' technical reports (2 / year) specifically for the Upper Guinea countries
 - Ensure all grant documentation is correctly filed and captured on RIT and CEPF databases.
 - 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.
 - Collect and monitor indicators at grantee level on the Upper Guinea Sub Region
 - Support programmatic performance reports to CEPF (2x / year)
 - Support the monitoring of conservation outcome statistics for all projects.
- 4. Contribute to the successful implementation of all the components of the RIT Terms of Reference**
- Implement all agreed project administrative procedures
 - Support the RIT in the capacity needs assessment and development of civil society
 - Actively participate in the dissemination of the portfolio and RIT activities
 - Support the Communication Officers to share lessons learned and success stories.
 - Support the RIT and CEPF with fundraising activities.
 - Conduct exchange visits with other RIT members to share regional lessons learnt and best practices.
 - Contribute to key strategic meetings such as the 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

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Legal Responsibility	None
Other	n.a.

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, preferably with Guinean Forest knowledge and experience. Also interest in capacity building; support to Community-Based Organisations/Non-Governmental Organisations support; fundraising
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 and social media
Languages	Essential: Oral and written fluency in English and French
Travel requirements	Willingness to travel at short notice when required
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
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