

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Flyways Officer, Middle East
DIVISION/DEPARTMENT:	BirdLife Middle East Secretariat, Amman, Jordan

1. BACKGROUND AND OVERALL PURPOSE OF JOB

Conservation of migratory birds is one of the key strategic conservation programmes of BirdLife International. The Flyways Officer, Middle East’s role is to coordinate the implementation of the BirdLife African Eurasian Flyway Strategy, in close collaboration with the Global Flyways Programme Coordinator and Flyway Officers in Africa and Europe and Central Asia. The Flyways Officer ensures that regional flyway activities are well aligned, keeps Partners informed and engaged, contributes to the implementation of existing flyways projects (e.g. Migratory Soaring Birds, Birdfair, Egyptian Vulture EU-Life+, Safe Flyways - Energy, Safe Flyway - Illegal Killing of Birds) and development of additional projects. As such the Flyways Officer, Middle East operates as the central hub for all flyway and migratory bird related issues in the region.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director, Middle East, with matrix management involving the Middle East Conservation Manager and relevant Project and Programme Coordinators.
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<p>Close working relationships and maintaining regular coordination with Projects and Programme Coordinators and act as the Middle East focal point in the Global Flyways Coordination Team.</p> <p>In addition to project contributions, considerable collaboration and coordination is required with all departments and divisions in the BirdLife Secretariat, in order to ensure the effective delivery of relevant Flyways programme requirements as appropriate.</p>
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
To act as the regional focal point for the Flyways programme and to get partners engaged and to strengthen the coordination of the AEF regions. Also to ensure project budgets and allocations and commitments with regional partners and project implementing partners are continuously monitored including payment schedules and funds transfers.

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
To liaise with project donors (such as UNDP Jordan, CEPF, EU) to ensure that project technical requirements are met.

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	Institutional policy makers /Politicians/ Corporations	2

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BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	2	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Auditors	3	Individual donors/ members	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1

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". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.

3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

- Coordinate the implementation of the BirdLife African Eurasian Flyway Strategic Framework, in close collaboration with Flyway Officers in Africa and Europe/Central Asia.
- Represent the Middle East in the Flyways Programme Coordination Team
- Provide direction and co-ordination of the technical aspects of the relevant projects in the ME such as the UNDP/GEF Migratory Soaring Birds, Safe Flyways Energy & Safe Flyways Illegal Killing of Birds projects, The BirdFair project and the EU Funded project on the Egyptian Vulture.
- Implement specific components of the above mentioned projects, in collaboration with the project and programme teams.
- Supervise and co-ordinate, as appropriate, the performance of National Implementing Partners, and international consultants carrying out specific project components of these projects, in conjunction with the Project Managers/Coordinators.
- Assist the Project Coordinators to develop and submit detailed work programs for the execution of the projects and the delivery of outputs.
- Ensure that individual components of the projects within the region are delivered on time and reports are submitted on schedule.
- Coordinate communication between countries involved in the project to enhance partnership, information sharing and knowledge management.
- Supervise inclusion of co-financing and reporting of the project, in close liaison with the Project Managers/Coordinators, National Implementing Agencies and supporting bodies within the BirdLife International Secretariat.
- Assist the Project Managers/Coordinators with the development and submission of quarterly progress and financial reports.
- Participate in ad hoc task forces in order to advance the Flyways programme and project aspects as required.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated responsibility for any assigned project budgets.
Contracts – Funders	Maintain relationships with existing project funders. Support the development of new projects.
Contracts Staff/Consultants	– Delegated responsibility to hire staff & consultants subject to BirdLife procedures.

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Contracts – Service providers	Delegated responsibility to negotiate contracts subject to BirdLife procedures.
Legal Responsibility	Delegated responsibility over legal affairs of project operations.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	<ul style="list-style-type: none"> An advanced degree (MSc), or proven equivalent experience, in any discipline related to the natural sciences.
Experience	<ul style="list-style-type: none"> A proven track record of experience related to the conservation of habitats and/or their biological diversity. An ability to work with a variety of people including government officials, international and national non-governmental organisations (NGOs), local stakeholders, experts and consultants. Proven knowledge of the environmental sector within the respective region (Middle East/or North and Eastern Africa). Extended experience in communicating complex conservation projects / programmes to diverse audiences of stakeholders and the general public.
Management & organisational skills	<ul style="list-style-type: none"> Good organisational and planning skills and an ability to adhere to deadlines. Ability to work in a multinational and multicultural environment. Problem solving attitude and ability to resolve potential conflicts. Appreciation of cross-cultural sensitivities with the ability to exercise discretion and show sound judgement. Strong self-motivation and curiosity.
Creativity & Initiative	<ul style="list-style-type: none"> Proven ability to market and communicate a conservation cause and ability to secure buy-in and support from key donors, decision-makers and partners.
Computer Literacy	<ul style="list-style-type: none"> Strong command of MS Office and experience with accounting software (winbooks).
Languages	<ul style="list-style-type: none"> Written and spoken fluency in both Arabic and English.
Travel requirements	<ul style="list-style-type: none"> Willingness to travel within the region and other regions.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> Strong sense of duty and responsibility. 	
Prepared by:	Date:
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