

BIRDLIFE INTERNATIONAL – JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Project Officer – CRAG Great Lakes Project
DIVISION/DEPARTMENT:	Conservation Division (Africa)
DUTY STATION:	Kigali, Rwanda

1. OVERALL PURPOSE OF JOB

To support with the implementation of the CRAG¹ Great Lakes Project in Sebeya and Ruhwa Catchments of Rwanda and Burundi

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
CRAG Project Manager based in Rwanda
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<i>None</i>
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN THE SECRETARIAT:
<p>This person is required to:</p> <ul style="list-style-type: none"> • Work with the CRAG Project Manager and the Policy and Advocacy Coordinator based in Nairobi to ensure the effective implementation of the project activities and prepare reports and articles to disseminate project results • Liaise with the Finance and Administration units in Kigali and Nairobi , to develop robust project budgets and report on expenses • Keep communicating the project progress and challenges through the Conservation Division and the focal points on climate change, Local Engagement and Empowerment (LEEP) and Capacity Development • Support with fundraising for scaling up of project outcomes.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
<ul style="list-style-type: none"> • Collaborate with the BirdLife partner in Burundi on the successful project implementation and sharing of ideas • Liaise with the BirdLife Kigali Office (BIKO) and Nairobi offices for finance and administration support

¹ Climate Resilient Altitudinal Gradients

2. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network/other NGOs	3	General public	2	Policy makers (institutional, politicians, corporations)	2
BirdLife advisory groups, committees, reg. councils	1	Press & media	3	Funding organisations (institutional, politicians, corporations)	2
BirdLife Global Council	1	Regulators/legislators/auditors	2	Individual donors/members	3
Suppliers/service providers	2	Scientific community	3	VIPs/royalty/high worth individuals	1
<p>Level of Contact</p> <p>1.= Generally 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>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Project implementation – CRAG Great Lakes Project</p> <ul style="list-style-type: none"> • Carry out climate change vulnerability assessment for each of Sebeya and Ruhwa Catchments; • Plan and conduct field work in remote areas of Rwanda, particularly at the identified potential sites for climate change interventions (ongoing project); • Develop one climate change adaptation plan for communities in Sebeya Catchment; • Conduct the on-the ground climate change adaptation interventions at the proposed sites; • Liaise with the project partners: Association Burundaise pour la Protection de la Nature (ABN) and the National Fisheries Resource Research Institute (NaFIRRI) in Uganda; • Maintain relationships with these partners, other stakeholders and BirdLife network; • Prepare training materials, organize and moderate stakeholder workshops, including local community capacity development; • Produce high quality project reports as required; • Prepare the outreach materials (reports, articles, videos) to communicate the successful stories and project approaches to a range of stakeholders in the Great Lakes Region; including Rwanda, Burundi and Uganda; • Carry out any other duties from time to time as requested by the line manager and the BirdLife Kigali Project Office.

BIRDLIFE INTERNATIONAL – JOB SPECIFICATION/DESCRIPTION

Fundraising:

- Support the CRAG Project Manager in developing new proposals – to scale up the CRAG initiatives in other Lake basins of the Great Lakes Region;
- Attend regional and international conservation meetings, and present the CRAG work, and at the same time meet with different donors.

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Mutual collaboration with the Finance and Administration in Kigali and Nairobi, and under the request of the line manager
Contracts – Funders	Will be required to review contracts developed before they are signed by both BirdLife and the donor
Contracts – Staff/Consultants	N/a
Contracts – Service providers	Provide suggestions on service providers, as agreed with the Finance and Admin and the Line Manager
Legal Responsibility	N/a
Other	

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant first degree (BSc or MSc) with experience
Job Specific Education/Qualification	Environmental Management, Natural Resources Management, Biodiversity Conservation, Geography, Agronomy
Job Specific Knowledge	Sound scientific understanding of climate change impacts in high altitudinal gradients, proven track record in designing, planning and implementing conservation projects. Familiar with conservation issues in Rwanda, ability to mobilise and train local communities.
Experience	Substantial experience in working with community groups, track record on project development including financial management, maintaining good donor relationships. Experience to work in a team, follow up day-to day project activities on sites

BIRDLIFE INTERNATIONAL – JOB SPECIFICATION/DESCRIPTION

Management and organisational skills	Ability to negotiate, network and work under pressure to meet deadlines. Experience to work in a multi-culture environment. Experience in planning a complex project and collaborating with partners in other countries.
Communication skills	Excellent oral and written skills (both French and English). Must be quickly adaptable to the work team, able to raise awareness on BirdLife’s work. Ability to keep the project activities in tandem in both Rwanda and Burundi.
Creativity and Initiative	The ability to use initiative to pursue new and unfamiliar challenges, working both independently and as part of a team. The ability to learn new tools for climate change vulnerability. A positive attitude and the ability to complete tasks in a timely manner.
Computer Literacy	High proficiency in MS Office (e.g. Outlook, Excel, Word and PowerPoint). Knowledge of GIS and R programming is an added advantage.
Languages	Fluency in both written English and French. Swahili is also desirable.
Travel requirements	Willingness to frequently travel nationally to the project sites, and occasional regional travel.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
This job requires a good understanding of the water resources in Rwanda, Burundi and Rwanda. Knowledge on selecting suitable and beneficial climate change interventions is very important.	

Prepared by:	Date:
Providence Akayezu & Ken Mwathe	22 May 2018