

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Project Officer – WWCC Coca Cola Project
DIVISION:	Africa Region
DEPARTMENT:	Conservation
UNIT	Conservation Programmes

1. OVERALL PURPOSE OF JOB

- 1: To support the implementation of the Women and Water for Community Change (WWCC) Project.
- 2: To provide support for development, implementation and monitoring of the Important Bird and Biodiversity Areas (IBA) programme in Africa, in light of BirdLife Strategy and programme priorities of the BirdLife Africa Partnership.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Functional lead: Project Manager – Lake Natron Ecotourism Project
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
N/A
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> ○ Member of the conservation programmes unit ○ Member of the Local Engagement and Empowerment Programme ○ Member of the policy and advocacy unit ○ Supporting the fundraising and communications division
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> ○ Staff of BirdLife Africa Partners and contacts involved in implementation of the IBA programme (national liaison and input into programme) ○ RSPB International Country Programmes Department (consultation and harmonisation of support in countries RSPB staff is supporting financially or through capacity) ○ Other Support Partners (VBN, NOF, NABU, BLSA etc.) -consultation and harmonisation of support in countries supported financially or through capacity) ○ Working closely with Nature Tanzania as the potential BirdLife partner
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> ○ Liaison with donors and international departments funding or interested in working at IBAs. ○ Liaison with government departments (national, regional, district and village) with regards to the protection and conservation of IBAs in Tanzania including Mara wetland. ○ Liaison with the wetland communities, village council, district, regional and national government institutions and other organizations working in the Mara Wetland.

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2. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	3	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	0	Press & media	2	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	0	Regulators/ legislators/ auditors	2	Individual donors/ members	2
Suppliers/service providers	2	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<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>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>The 2-year project “Women and Water for Change in Communities” aims to empower women across a number of rural African communities in Tanzania, Uganda and Zambia, to increase sustainability of local water use, WASH practices, and improve stewardship of natural resources. The primary objective of the project is to empower women in the community by enhancing their skills so they can take on a leadership role in local sustainable use of water, water-related natural resources management and public health. It is based on the premise that women in the community can act as key agents of change, but may lack both the skills and social position to achieve that.</p> <p><u>Stakeholder mobilization and engagement and activity implementation:</u></p> <ul style="list-style-type: none"> - Contribute to the planning and preparation of community activities, including stakeholder meetings, trainings and workshops, and provide logistical support during such activities and other project missions; - Supporting local communities in the implementation of project activities, act as a local contact point for the project, and help with communication of the project in local media and on social media; - Contribute to development of communication and training materials, in particular providing local examples to showcase events and advice on local adaptation and translation into local languages; - Facilitate pay-outs of seed grants to local women entrepreneurs; - Contribution to regional and international knowledge exchange through participation in joint events and general planning and research activities of the project; - Networking activities, in particular exploring and developing opportunities for co-funding and leveraging activities aiming at promoting female leadership in water-related decision-making and local citizen science.
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Administration, communication and information management:

- Write and submit monthly project reports;
- Maintain relationships with project partners and BirdLife networks;
- Produce news articles with regards to the project implementation, successes and learning from the sites;
- Design and produce awareness material to promote the wise use of Mara wetlands;
- Liaise with policy makers locally, at the district, nationally and regionally to ensure that information collected through the project can be integrated in the development of regional policies.

Project management:

- Conduct the day-to-day project implementation activities at the sites;
- Develop and produce high quality reports as required;
- Develop and implement basic data tools for data collection;
- Carry out any other duties from time to time as required by the line-manager.

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	N/A

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5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Good knowledge of community development, natural resource and wetlands management.
Job Specific Education/Qualification	Minimum requirement of a Bachelor's degree in community development, natural resource management, sociology or a relevant field of study.
Job Specific Knowledge	Good knowledge of community-based natural resource management and community development.
Experience	At least 2 years of demonstrable experience of working in community-based natural resource management with extensive interaction with community groups, government department, civil society organizations. Experience of working with stakeholders in the Mara wetlands in an added advantage.
Management & organisational skills	Ability to determine and set work priorities, organise activities and meet deadlines.
Communications skills	Well-developed written and verbal communication skills.
Analytical Skills	Good analytical skills.
Creativity & Initiative	Proven ability that the person is a self-starter capable of working under limited supervision.
Computer Literacy	Excellent computer skills.
Languages	Competent communication and writing skills in English and able to communicate effectively in Kiswahili.
Travel requirements	Willingness to travel frequently to project sites and stay for extended periods of time and limited regional travel.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Wetlands management, community participatory approaches, economics of ecosystem services, analytical skills, report writing, community-based NRM.	

Prepared by:	Date:
Chris Magero	15 th February 2018