



IUCN is the world's oldest and largest global environmental organisation, with more than 1,200 government and NGO members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world. IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. IUCN works on biodiversity, climate change, energy, human livelihoods and greening the world economy by supporting scientific research, managing field projects all over the world, and bringing governments, NGOs, the UN and companies together to develop policy, laws and best practice

VACANCY ANNOUNCEMENT

Project Officer – Water and Wetlands Programme

Location:	Pretoria, South Africa
Reporting:	Senior Programme Officer (SPO), Water & Wetlands/Terrestrial Ecosystems
Work Percentage:	100%
Grade:	P1
Expected start date	6 January 2014
Type of contract:	Fixed term (until June 2015)
Application closing date:	Friday, 29 November 2013

Background

IUCN's Eastern and Southern Africa Regional Water and Wetlands Programme works to assist governments and other bodies in the region with their response to water and wetland resources management challenges. It also assists in the regional search to establish a proper balance between the needs of society and the intrinsic value of biodiversity and ecosystems. The mission of the Water and Wetlands Programme is to *"influence, encourage and assist societies in Eastern and Southern Africa to sustainably manage water and wetland resources, ensuring biodiversity conservation, equitable development and improved human livelihoods."*

The Water and Wetlands Programme is currently looking for a Project Officer to join its team in the South Africa office, based in Pretoria. The Project Officer, under the supervision of the Senior Programme Officer (SPO) Water & Wetlands/Terrestrial Ecosystems, will become the main person responsible for the day-to-day delivery of the USAID project entitled **"USAID/IUCN Programme on Applying Ecosystem Approach in the Orange-Senqu Basin"**.

Specific Responsibilities

- Develop and maintain a good working relationship with IUCN's four project partners in Lesotho, Botswana, Namibia and South Africa;
- Develop and maintain a good working relationship with IUCN's key partners, and its funder for the project, the Orange-Senqu River Commission (ORASECOM), the Southern African Development Community's Water Division (SADC-WD), the Global Water Partnership Southern Africa (GWPSA) and the funder, the United States Agency for International Development (USAID);
- Under the supervision of the SPO, ensure effective day-to-day management, and in particular oversee and ensure effective implementation and timely delivery of the project and all related activities;
- Provide technical guidance and advice to IUCN's partners on how to deliver the project's activities and ensure delivery of its key results, outputs and outcomes;
- Implement IUCN ESARO led activities with support from the SPO and Water and Wetlands Technical Coordinator and ensure delivery of IUCN ESARO key outputs;
- Write quarterly and annual progress reports in line with the project document and USAID requirements
- Oversee implementation of the project's Monitoring and Evaluation (M&E) Plan, its Communication Plan, adherence to its Branding and Marking Strategy, and other relevant project documents, and;
- Work closely with the SPO and the South Africa Office Finance Officer, to ensure sound financial management of the project by IUCN and its partners.

Competencies

- A proven high standard of interpersonal, communication (oral and written) and teamwork skills with a demonstrated ability to collaborate effectively with a broad range of individuals and groups from a wide range of cultural backgrounds
- Excellent report writing, proof-reading and editing skills with a strong command of the English language in its written and spoken form
- A proven ability to present information to technical and non-technical audiences, as well as to organise, host and present at workshops, meetings etc
- Excellent research skills and ability to work independently towards a clear goal
- Good knowledge and skills in the use of relevant computer programs, especially Word formatting and Excel calculation and formatting functions
- Demonstrated professionalism, maturity and sound judgment
- A high level of organisational skill and excellent attention to detail
- Experience in planning, implementation, monitoring and reporting of projects
- Willingness and ability to travel extensively within the region (not more than 40% of work year), often at a short notice.

Education and Experience

- At least a Master's degree in Natural or Environmental Sciences (e.g. Integrated Water Resources Management, Environmental Science, Geography, Ecology) or an interrelated discipline/s;
- At least 5 years' work experience in a relevant field/s;
- At least 5 years work experience in southern Africa, preferably in or more of Namibia, Botswana, Lesotho and/or South Africa;
- Experience of working on USAID projects funded by Cooperative Agreements will be a distinct advantage;
- Experience of project management of over 1 million USD, multi-country (more than 2 states) environment and conservation, especially water resources, biodiversity and ecosystem approach focused, international development projects, and;
- Fluency in English and working knowledge of one or more of the languages of the basin states will be a distinct advantage

Applications

Interested applicants should submit their CV, and a letter of motivation explaining why they think they are suitable for the position and how they meet the competencies, education and experience requirements stated. The letter should also set out relevant experience of delivering the specific activities stated and/or ideas on how these would be achieved effectively.

Applicants are requested to apply online through the IUCN HR Management System, by opening the vacancy announcement and pressing the "Apply" button: <https://hrms.iucn.org/jresy/index.cfm?event=vac.show&vacId=684> Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).

Only South African nationals or those with the right to work in South Africa will be considered. If you have not been contacted within one month of the closing date, please accept that your application was unsuccessful. Regret letters will only be sent to interviewed candidates. *IUCN is an equal opportunity employer. Qualified women and members of ethnic minorities or disadvantaged groups are encouraged to apply. IUCN reserves the right not to fill the position.*

Other job opportunities are published on the IUCN website: <http://www.iucn.org/involved/jobs/>