

The World Conservation Union (IUCN) was founded in 1948 and brings together nearly 1,100 members (States, government agencies, NGOs and affiliates) and some 10,000 scientists and experts from 181 countries in a unique worldwide partnership. Its mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. Within the framework of global conventions IUCN has helped over 75 countries to prepare and implement national conservation and biodiversity strategies. IUCN has approximately 1,100 staff, most of whom are located in its regional and country offices while some 150 work at its Headquarters in Gland, Switzerland. IUCN is an equal opportunity employer and welcomes applications from qualified women and men.

Vacancy Announcement

Position: REGIONAL COORDINATOR, DRYLANDS (RC-DRYLANDS/NRB/08)
Location: IUCN Eastern and Southern Africa Regional Office (ESARO), Nairobi, Kenya, with frequent travel
Reporting to: IUCN Regional Programme Coordinator for Eastern and Southern Africa with a functional reporting line to the Head, Ecosystem Management Programme (HQ)

The IUCN Eastern and Southern Africa Regional Programme operates in twenty-one countries in the Horn of Africa, East Africa, southern Africa and the Western Indian Ocean. The Regional Coordinator for Drylands oversees all aspects of the IUCN drylands projects and programmatic activities in Eastern and Southern Africa. S/he will inherit a portfolio of project activities for which s/he will be responsible for supporting implementation, monitoring performance, and ensuring efficiency, effectiveness and quality outputs. S/he will further build the Drylands Component Programme through the development of additional project interventions and the mobilization of resources. S/he will contribute to various regional and, through the IUCN Ecosystem Management Programme, international networks related to the management of dryland resources. The regional Drylands Component Programme is implemented in collaboration with IUCN members, partners, global thematic programmes and Commissions.

SPECIFIC DUTIES

Drylands programme implementation and management

Inheriting a portfolio of project activities, the Regional Coordinator is responsible for supporting implementation, monitoring performance, and ensuring efficiency, effectiveness and quality outputs.

- Oversee and manage the timely implementation of funded projects in the Drylands portfolio in accordance with the project documents, supporting agreements (e.g. contracts, MOUs, PAIAs etc), annual workplans and the procedures of IUCN;
- With the Drylands Team members, develop and administer annual work plans, budgets, internal agreements, contracts and progress reports as required by collaborating partners, steering committee and donors;
- With the Drylands Team, and with prudence and probity, be accountable for portfolio-related expenditures in accordance with IUCN procurement procedures;
- With relevant IUCN officers and collaborating partners, select and appoint consultants following acceptable procurement practices, to carry out specific tasks and oversee delivery of quality products;
- Provide technical support to project interventions and take the lead in ensuring quality outputs that meet the satisfaction of project partners;
- Ensure the collection, collation, reporting, organization, and archiving of all project data and documents;

- Oversee and ensure due diligence in the planning, monitoring and evaluation of project activities;
- In collaboration with the Regional Programme Coordinator and project partners, investigate additional fund-raising possibilities to ensure the sustainability of project activities;
- Ensure that Drylands Team costs are recovered from the portfolio of project interventions as appropriate;
- Assist in building capacity for sustainably managing Dryland Resources in Eastern and Southern Africa and among the IUCN members, partners and constituency at large;
- Ensure the integration of dryland concerns in the priority areas of ESARO.

Drylands Portfolio Development

All of the Drylands projects combined constitute the Drylands Portfolio which also contributes to the global Drylands Programme of IUCN. Some of the projects in the portfolio will be funded project interventions under implementation, others will be early concepts, others developed concepts that are being negotiated with donors. The Portfolio should be managed in a way that will ensure the sustainability of the Team and contribute to the overall Eastern and Southern Africa Regional Programme.

- Working closely with IUCN members and/or partners, and the Regional Programme Coordinator, lead the Drylands Team in developing innovative proposals that address members and/or partners needs;
- In collaboration with IUCN members and/or partners, the Regional Programme Coordinator and others as appropriate, negotiate project funding with potential donors in terms that facilitate IUCN cost recovery;
- In collaboration with the Regional Program Coordinator, use the ABC list as a portfolio development pipeline and a planning tool to manage the Drylands portfolio and ensure portfolio sustainability;
- Manage the income and expenditure of the Drylands Portfolio in line with the current needs (ensuring adequate staffing to address programmatic needs and observing that expenditure does not exceed income) and future direction.
- Participate in appropriate local, national, regional and global fora and meetings on matters related to drylands, briefing the Head of the Global Ecosystem Management Program responsible for Drylands and the Regional Programme Coordinator as appropriate.
- Assist IUCN colleagues to develop global, regional and national networks and task forces on dryland resources in ways that assist the implementation of the IUCN global program responsible for drylands and the production of tools and associated services.

Oversight of Drylands Team

In addition to the Regional Coordinator, the Drylands Team includes the services of a Programme Officer, a Finance Officer, an Administrative Assistant, and any project staff (note: depending on the size of the portfolio, the other Team positions may or may not be full-time). The Regional Coordinator manages the performance of Drylands Project Staff and co-manages the performance of programme, finance and administrative staff in collaboration with their Heads of Department. The Regional Coordinator is expected to manage the performance of other team members to ensure that the team meets its goals in developing and implementing the Drylands portfolio of the Eastern and Southern Africa Regional Programme, ensuring that these staff:

- Develop individual work plans that reflect timely delivery of project outputs;
- Implement work plans within the relevant budgets;
- Deliver quality outputs to the satisfaction of IUCN and project partners;
- Receive regular feedback on their performance and mentoring through consultation and appraisals.

Participation in broader institutional support for the IUCN Eastern & Southern Africa Regional Programme

- Participate in ESARP Technical Programme Group meetings, and other organizational fora as appropriate and contribute to the development of the Eastern Africa Regional Programme as a cohesive organizational unit with an integrated approach to programme development and delivery;
- Develop close working relationships with, provide and receive technical assistance and support to and from the other ESARP Component Programmes and Country Offices for the development and strengthening of the Drylands portfolio and vice versa;
- Assist in overseeing and developing the relationship between IUCN and its implementing partners, ensuring that they are appraised of and satisfied with project progress;
- Assist in overseeing and developing the relationships between IUCN and project donors, ensuring that they are appraised of and satisfied with project progress;
- Serve as the regional focal point for relevant multilateral policy mechanisms, including the UNCCD and the UNFCCC providing technical support to the Convention Secretariats and to regional contracting parties as appropriate;
- Ensure that programme activities are published and publicized through relevant forums (web-stories, press releases, abstracts, conferences, publications etc), working closely with the Regional Communications Coordinator, the Regional Programme Coordinator, and where appropriate Commissions and other technical networks.
- With prior approval from the Regional Programme Coordinator, represent IUCN:
 - At internal and external meetings at local, basin, national, regional and international levels
 - As a technical expert on advisory bodies
- Carry out any other relevant tasks as required by, and mutually agreed with, the Regional Programme Coordinator.

SELECTION CRITERIA

- A strong background in programme and project development and management with at least 7+ years' experience (including practical field experience) in an international environment, including in several countries in the ESARO region.
- Working experience within IUCN (in the Secretariat or Commissions) is an asset.
- Post-graduate experience in a relevant field
- Proven high level of knowledge about international and political issues in the region related to drylands biodiversity and nature conservation and sustainable development.
- Extensive experience in project design and implementation.
- Demonstrated ability to work as part of a team and communicate in a cross-cultural environment.
- Fully computer literate and familiar with Microsoft Office and major software packages.
- Proven skills in networking, negotiation, and conflict management.
- Proven analytical and leadership skills.
- Proven fund-raising success and experience in donor relationship management.
- Strong organizational skills and attention to detail.
- Excellent command of English. Working knowledge of additional regional languages (especially Arabic, French, Kiswahili or Portuguese) would be an asset.
- Willing to travel frequently (up to 40% of time) within the region and internationally.

APPLICATIONS

Applicants are asked to submit their CV **in English** and a supporting letter of motivation along with the names and contact details of three referees, one of whom should be a recent employer. Qualified internal candidates will be given preference.

Applications should be submitted by e-mail before **31 March 2008** to:

Human Resources Management Group
IUCN Eastern and Southern Africa Regional Office
P.O. Box 68200 – 00200, Nairobi, Kenya
Tel: ++254 (020) 890605/12; Fax: ++254 (020) 890615
Email: earohr@iucn.org

Applicants selected for interviews will be contacted within one month of the closing date.