

Job Opportunity



Partnership for
nature and people

Team Leader- CEPF Guinean Forests of West Africa Biodiversity Hotspot Regional Implementation Team.

- **Location:** Accra, Ghana.
- **Working hours:** Full time
- **Contract:** two-year fixed term contract, renewable.

BirdLife International is the world's largest nature conservation partnership. Through our unique local-to-global approach, we deliver high impact and long-term conservation for the benefit of nature and people.

BirdLife is seeking to recruit an experienced individual for the position of Team Leader to manage the RIT and deliver BirdLife's admin and programmatic contractual obligations to CEPF. With direct responsibility for program administration and finance management, and to coordinate the GUINEAN FOREST RIT team of program officers in the development and implementation of a coherent portfolio of CEPF-supported projects. The GFWA RIT will be responsible for establishing and administering small and large grants programs to support promising conservation initiatives in the 11 hotspot countries (Guinea, Sierra Leone, Liberia, Côte d'Ivoire, Togo, Benin, Ghana, Nigeria, Cameroon, São Tomé and Príncipe, and Equatorial Guinea).

The team will oversee a cohesive portfolio of grants, in line with CEPF's strategic investment directions for the hotspot, which exceed in impact the sum of their parts. An overarching aim of the investment is to build a broad constituency of civil society groups working across institutional and political boundaries, toward achieving the shared conservation goals identified for the hotspot.

The main responsibilities of the Team Leader will be as follows:

1. Overall management and coordination of the BirdLife/CEPF Regional Implementation Team for the GUINEAN (RIT), overseeing CEPF investment in the Hotspot.
2. Overall RIT program budget administration and finance management.
3. Delivery of BirdLife's contractual obligations to CEPF.
4. Administration of large-grants.
5. Administration of small grants (CEPF Small Grant Mechanism).

6. Coordination of fundraising and synergies.
7. Promote stakeholder engagement in Ghana, Togo and Benin.
8. Coordinate the development of a coherent portfolio of CEPF-supported projects.
9. Coordinate the implementation, evaluation and monitoring of a coherent portfolio of CEPF-supported projects.

The detailed job description with the full list of responsibilities and requirements is available at www.birdlife.org/jobs. More information on CEPF can be found at www.cepf.net.

Qualification and Requirements:

- Postgraduate qualification in either Environmental Management or Developmental Studies.
- Good knowledge, sympathy to and experience in the NGO movement and sharing and understanding of BirdLife values, mission and strategy model and way of working. Excellent understanding of conservation, development and political issues in Africa.
- Over 10 years relevant experience in NGO work, with at least 5 years at senior management level (with demonstrable experience in Africa) and organisational management.
- Proven skills in programme development, development and management of large scale projects and fundraising; strategic management, networking and negotiation. Ability to act independently and basic financial literacy. Proven skills in managing multicultural teams.
- Flair for diplomacy and excellent communication and networking skills.
- Ability to promote BirdLife to senior level stakeholders in international organisations, government, private sector and civil society.
- Ability to write professional articles and give presentations to international audiences.
- Ability to look at the strategic and operational dimensions of issues and plan accordingly.
- Ability to analyse and find solutions to complex practical problems.
- Good skills in Word, PowerPoint, Excel and internet use.
- Proficiency in spoken and written English, French and possibly Portuguese or Spanish
- Frequent travel, up to 10 weeks per year

Application: Applications should include a covering letter summarizing the applicant's suitability for the position, a detailed CV and contact details of two referees known to the applicant in a professional capacity. Applications should be sent by email, stating where the advert was seen, to: recruitment-west-africa@birdlife.org.

Application Deadline: 8 February, 2018

Interviews: Only shortlisted candidates will be contacted. Interviews will be held during the week of 29 January 2018.

Salary & Benefits: Commensurate with experience and qualifications, and in accordance with BirdLife International/Africa Division terms and conditions.

