



Job Description

Job Title: Livelihood and Net-Works Officer (Our lake, Our life Project), Dizangue, Sanaga Maritime.

Department: Cameroon Programme

Directorate: Conservation Programmes

Responsible to: Lake Ossa Project Manager

Job Description

Key Purpose of the Job

Reporting to the Lake Ossa Project Manager, the post holder will coordinate and support the development of the livelihood diversification program at ZSL Community-based conservation for livelihood development in Lake Ossa Wildlife Reserve Project in Dizangue (Our lake, Our life).

Responsibility for Resources

- Financial resources
 - The post holder ensures all activities accounts records are kept up to date on a weekly basis.
- Confidentiality
 - In carrying out the duties of this post, the post holder may encounter confidential documents and be privy to sensitive information relating to donors, ZSL strategy, and project partners and therefore will be required to maintain confidentiality at all times.

Main duties and key responsibilities

- The post holder is responsible for supporting the establishment and consolidation of a network of VSLA (village savings and loans association) groups in communities surrounding the Lake Ossa Wildlife Reserve.
- The post holder supports the development of the Net-Works Community based clean-up program.

- The post holder supports the Lake Ossa Project Manager and partner NGOs in the coordination of a community based agroforestry and reforestation program.
- The post holder provides training, mentoring and support to community leaders and facilitators.
- The post holder supports the project manager(s) in tracking project activities to ensure that deliverables are achieved according to the grant contract, work-plan and budget.
- The post holder organises project meetings and workshops, prepares materials and takes and produces minutes /meeting reports.
- The post holder sources, procures, catalogues and tracks equipment and materials to support activities.
- Working with project manager(s) the post holder ensures that monthly reports are prepared and submitted, in a timely manner and to an excellent standard.
- The post holder supports project managers in the production of promotional materials and fundraising proposals for the project(s) as needed.
- The post holder supports project manager(s) in the compilation of technical and financial reports to donors (and any ad hoc special reports) to satisfy ZSL or donor requirements.

Building relationships

- Professional communication is expected at all times and the postholder should maintain the highest professional standards in comportment and manner.
- The post holder is also expected to maintain good relationships with other stakeholders including but not limited to local communities, conservation service, local administration and project partners.
- Post will be capable of grasping reasonably complex matters and communicating them effectively and in a timely manner to the project manager.

Mental Demands

- An ability to concentrate and attention to detail are very important.
- Flexibility is important; the post holder needs to be able to respond to changing priorities as required.

Working Conditions

- This post is based in Dizangue (Sanaga Maritime, Littoral), though occasional travel to Yaoundé will be required.

Expectations of job holder

- To ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information.

- To comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

All criteria in this person specification are essential unless otherwise stated as desirable.

Qualifications & Experience

- BSc/BA in Social Sciences, Agriculture, Forestry, Environment or Community Development required.
- Prior experience as a field agent in conservation or development projects is desirable, particularly experience in managing budgets.
- Prior experience as a trainer and social education required.
- Familiarity with the Village Savings and Loans Associations mechanism desired.

Knowledge

- A good grasp of freshwater conservation issues.
- A basic understanding of agroforestry and reforestation principles.
- An understanding of project management processes is desirable.

Skills & Abilities

- Excellent French written and spoken.
- Fluency in English desired.
- Well-developed skills in using MS office packages, specifically Word, Excel and PowerPoint.
- Strong organisational, interpersonal and communication skills, both face to face and in writing
- An ability to manage competing priorities is important
- Proven ability to work effectively with teams

Please, submit your CV and a letter of motivation with 2 references to VickyLaure.Fomete@zsl.org CC: Santiago.ormeno@zsl.org by November 30th.

Assignment (expected): December 10th 2015 – April 30st 20