

Gabon Program Coordinator

Management and Engineering Technologies International Inc., in support of the U.S. Forest Service International Programs (hereinafter “USFS-IP”) may seek the services of a Program Coordinator in Gabon to work with national governments as well as local, national and regional organizations in the Congo Basin region to provide technical assistance on sustainable landscape management, natural resource management, countering illegal logging, and climate change mitigation and adaptation.

Background

The USFS Central Africa Program works with host country governments, universities, and local and international non-governmental organizations to address and promote sustainable forest and land management, biodiversity conservation and responses to climate change across the Congo Basin. By sharing and exchanging knowledge, expertise, and experience, the USFS aims to build capacity in program countries to promote the sustainable use and management of natural resources and improve lives.

As an implementing partner of the U.S. Agency of International Development’s (USAID) Central African Regional Program for the Environment (CARPE) as well as other US funded programs, the USFS Central Africa Program provides targeted technical and institutional capacity building assistance to improve forest management in the Congo Basin. To support the implementation of this work, the USFS may seek a full-time Gabon Program Coordinator to work with national governments as well as local, national, and regional organizations in the Congo Basin region to provide technical assistance on sustainable landscape management, natural resource management and climate change mitigation and adaptation. This position will be based in Libreville, Gabon.

The specified responsibilities will be carried out in collaboration with other USFS International Programs management staff.

Position Description

Responsibilities of the Gabon Program Coordinator would include, but are not limited to:

- - Managing, coordinating, and representing the Gabon program, including CARPE, SilvaCarbon, and US Department of State funded activities, to partners and stakeholders;
 - Overseeing day-to-day management and operations of the USFS office and operations in Gabon including supervising consultants, and office finances and logistics;
 - Managing Gabon country-level staff members, and coordinating closely with other regional team members under the leadership of the Central Africa program coordinator;

- Serving as an active member of the USFS Central Africa sub-regional team, by participating in regional planning and as needed, bilateral activities in other countries, as directed by the Central Africa program coordinator;
- Implementing in collaboration with other FS staff, all components of the Gabon program; providing ongoing reporting and documenting program implementation;
- Ensuring the technical quality and progress of program activities according to the annual work plan;
- Building and maintaining relationships with other donor organizations/governments and technical partners, ensuring the mobilization of financial resources, building synergies and avoiding duplication;
- Liaising with the SilvaCarbon/Climate Change team members throughout program implementation and reporting in Gabon;
- Collaborating closely with the Regional Finance Specialist and in-country partners, to manage logistics, financial, and administrative tasks for program activities, including but not limited to events, meetings, and regional travel;
- Participating in national, regional and international dialogues related to natural resource management and climate change, and ensuring that program activities are in line with country needs and adhere to national and international requirements;
- Liaising with USFS to identify and assist appropriate U.S. government (USG) technical assistance, including detailers and other specialists, that respond to specific technical needs of the country programs; study tours and seminars of relevance to the region;
- Liaising with national and regional institutions to enhance the involvement of women in activities related to sustainable landscape management and climate change mitigation and adaptation;
- Planning and executing communications and preparing reports on the status of progress of work; and,
- Orienting and coordinating technical missions for visiting USFS teams, as well as other international experts, in-country partners, and other technical consultants.

The consultant should have the following skills:

Qualifications:

- At least a master's degree in natural resource management, environmental science, law enforcement, forestry, sustainable development or a related field;
- Excellent team management skills, the ability to work effectively with a team, and a strong understanding of leadership principles;
- Proven experience working in a multicultural environment, balancing a diverse range of perspectives and priorities;
- Experience working with key government partners in Gabon strongly preferred;

- International work experience in a natural resource or environment related field, preferably related to forest landscape monitoring and/or climate change mitigation and adaptation in Central Africa;
- Proven experience in supporting national governments in elaborating strategic documents related to sustainable landscape management and climate change;
- Demonstrated ability to provide technical coordination and leadership with a broad range of interested parties and varying capacity levels;
- Demonstrated ability to work and communicate effectively with both technical and non-technical partners;
- Demonstrated ability to be adaptable and flexible in a dynamic work environment;
- Knowledge of core technical and policy issues pertinent to the development and implementation of sustainable landscape management and climate change policies and programs;
- Proven organizational skills, including the ability to schedule and manage tasks and multitask when needed;
- Fluency in English and French; and,
- Nationals of the Central Africa region and women are especially encouraged to apply.

Location: The position would be based in Libreville, Gabon, with travel regionally or internationally as needed.

Period of Performance: One year with the possibility of extension

Compensation: Commensurate with experience and qualifications

To Apply: If you would like to share in METI's success, please apply to the posting by clicking on this link: <https://jobs.localjobnetwork.com/j/77525677> **OR** send a resume and letter of interest to the HR Department at METI to IPJobs@meticorp.com with **Gabon Program Coordinator** in the subject line.

[Apply with a resume and letter of interest by December 31st.](#)