



together possible

RECRUITMENT NOTICE

Operational unit: WWF Central African Republic (WWF CAR)
Job Title : **Technical Advisor, Programme Development**
Location: Bayanga, Dzanga-Sangha Protected Areas (WWF- CAR)
Duration: 2 years

I. Main Functions

Under the supervision of WWF Dzanga-Sangha Protected Area Director and in strong collaboration with all heads of department, the Technical Advisor is the technical and administrative monitoring officer for all ongoing projects in the DSPA. The incumbent does so by supporting the respective project managers/heads of departments in effective coordination, planning, management, implementation, monitoring and reporting of projects and activities

II. Major duties and responsibilities

1. Project Management

- Provides coordination and organisational support for planning, design and delivery of project activities
- Communicates with project partners and stakeholders for project activities, to ensure timely organisation and facilitation of activities related to project implementation;
- Assists in project planning and implementation
- Assists in preparation of budgets of different activities according to the needs;
- Assists in preparation of Terms of Reference for hiring of contracted staff and third parties towards project implementation;
- Assists in monitoring and evaluation of project activities
- Assists with design, development and dissemination of project progress and reports;
- Visits field activities as necessary
- Provide support for Environmental Social Safeguards Framework and follow up with its implementation in DSPA
- Manage annual planning of activities in DSPA and report progress periodically
- Manage projects and activities assigned by the DSPA Director

2. Inter-institutional relations

- Assures administrative, technical and communicational duties are fulfilled towards relevant project partners and funding organisations in the scope of on-going and future activities.
- Provides support to funding applications through proposal development
- Focal point for reports (mid-term and end-terms reviews; ...) on ongoing activities to partners and funding organisations
- Ensure monitoring of key partner activities and relationships (Chengeta Wildlife etc)

- Support in establishing and maintaining constructive ties with relevant local, national, regional and global actors across government institutions, scientific bodies, private sector and civil society organisations.

VI. Profile :

Functional skills required :

- A university degree in Biology, Conservation or related subject
- Three years' experience in a large international organization / NGO
- Field experience in remote locations and ability to work in hardship locations
- Experience in Conservation projects in the Central African Republic and especially Dzanga Sangha Protected Areas would be an added advantage.
- Good knowledge of project management and working with multiple donor funding (including reporting requirements of major bilateral aid agencies);
- Excellent English and French

Behavioral skills required :

- Strong project acumen and proven results;
- Excellent counseling skills, high work standards and ability to promote team synergy in a multicultural working environment;
- Excellent interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position;
- Strong team spirit and ability to work in a multi cultural team;
- Ability to work and communicate effectively with a wide range of individuals in a wide range of cultural environments, particularly in the African context;
- High level of good organizational and administrative skills with an ability to work well under pressure;
- Must be committed to equal employment opportunities policies;
- Adheres to WWF's values, which are: **Courage ; Integrity, Respect and Collaboration.**

IV. Professional relationships:

Internal -. Director WWF DSPA, respective DSPA project managers/heads of department, WWF RCA counterparts, WWF TNS counterparts

External – Donors, WWF Network and other stakeholders

How to apply?

Applications including a cover letter and a detailed resume should be send electronically to recruitment@wwfcar.org.

Deadline for applications: 03th January 2022.

The subject should read “TAPD- DSPA”.

PLEASE Kindly note that only shortlisted candidates will be contacted.

WWF is an equal opportunity employer and committed to having a diverse workforce!