



for a living planet[®]

Program Coordinator, Human Rights

The World Wide Fund for Nature (**WWF**) is one of the largest independent conservation organizations in the world. Active in almost 100 countries, we have been working in the Congo Basin in Central Africa for more than 20 years. Our mission is to stop environmental degradation in the world and build a future where people live in harmony with nature.

For our DRC office, we are looking for a dynamic and committed **Program Coordinator, Human Rights** who will contribute to the growth of our program (financed by the German Ministry for Development Cooperation, BMZ) in Democratic Republic of Congo and Central Africa. In the Congo Basin, the World Wide Fund for Nature (WWF) is active in several landscape-scale sites, including the Salonga National Park (SNP) and its periphery in the DRC, and the Sangha Tri-national, including Lobéké National Park (LNP) in Cameroon and its periphery, and the Dzanga-Sangha Protected Area Complex (DSPA) in the Central African Republic.

Location: Kinshasa in Democratic of Republic of Congo.

Duration of the assignment: 2 years' subject to successful probation renewable subsequently

Main responsibilities:

Coordination of the overall program and leading on joint learning and regional exchange

- Coordinate and steer all program activities and supporting implementing partners to deliver the defined results on time in all three countries;
- Facilitate exchange between various stakeholders involved in the program monitoring and ensure project progress (supported by the program's M & E Coordinator);
- Coordinate and liaise with the local and regional partner organisations and ensure the timely delivery of project results;
- Liaise and regular communicate with WWF Germany backstopper;
- Organize kick-off and closure workshops;
- Be responsible for the elaboration of a grievance mechanisms practitioner's guide for protected areas in the Congo Basin and all related work;
- Support implementing partners to commission studies and organisational development (OD) consultancies and selecting suitable consultants;
- Organize, commission and manage the internal mid-term evaluation as well as external final evaluation;
- Consolidate technical and financial reports from implementing partners before submitting to WWF DRC hierarchy and WWF Germany backstopper;
- Support the preparation of annual financial audits for the project; Guide implementing CSO on WWF Environmental and Social Safeguards;
- Ensure that the program is implemented in a consultative, participative, transparent, gender sensitive and community / indigenous rights-based way with an emphasis on WWF standards;
- Develop synergies between partners in and out of the WWF network to strengthen experience sharing and lobby / advocacy capacity at national and international level;
- Coordinate the elaboration of work plans of CSOs and monitor their execution;
- Manage WWF DRC program staff in line with WWF policies, ensuring that they have the necessary induction and support;
- Represent the program at national, regional, international events;

Quality management

- Monitor and evaluate program work to maintain and/or improve the quality; incorporating learning in the programme and ensuring achievement of desired impact;
- Ensure technical and financial reporting to BMZ is of high quality and timely submitted;
- Ensure compliance with donor procedures (procurement, subcontracting, tenders, etc.) in coordination with the WWF Germany backstopper;
- Maintain close communication to all CSOs implementing activities in the field.

Ensure strategic communication (internal and external)

- Ensure that the WWF network is aware of progress of activities and possible adaptive management, outside of the technical reporting cycles;
- Keep WWF network staff and the donor involved in the program;
- Support the CSOs to high-light achievements related to this program via the media both national and internationally.

Required Qualifications, Skills and Competencies

- A Master or diploma in an appropriate field: human rights / law / conservation / environment;
- A minimum of 10 years of experience in project/program management and multi-stakeholder management in the fields of rural development and/or conservation for international development organizations;
- Experience in Central Africa is strongly desired;
- Experience with international donors, especially BMZ or other German governmental donors, is desired;
- Demonstrated experience in multidisciplinary team management in the context of developing countries;
- Knowledge of human rights, indigenous people's rights, grievance mechanisms and social safeguards;
- Knowledge of challenges evolving at the nexus of conservation and natural resource use;
- Knowledge in rural development;
- Experience in the preparation and implementation of work plans;
- Experience in the coordination of complex, regional programs;
- Superior ability to coordinate diverse partners in complex and difficult environments;
- Adaptable and flexible, with sensitivity to cultural context and gender issues;
- Experience in working with international agencies, particularly German donors;
- Excellent oral and written communication skills in French and English are essential (several reports for English-speaking funders);
- Adherence to WWF's values, which are: Courage, Respect, Integrity and Collaboration.
- Adherence to WWF's behaviors, which are: Strive for impact, listen deeply, collaborate openly and innovate fearlessly.

Please see the attached job description for more information about the position.

How to apply?

Interested candidates who meet the above requirements are invited to send:

- A cover letter
- A detailed CV with 3 references

All applications should be sent to recruit-wwfdrc@wwfdrc.org.

The subject should read **Bengo Program Coordinator**.

Thank you in advance for your interest in this announcement. Only candidates with the required profile will be contacted. If you are not contacted six (06) weeks after the deadline, consider your application unsuccessful.

Deadline for applications: 5th January 2021

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