



CAMEROON COUNTRY PROGRAMME OFFICE

1.

Position Title: **Jengi Project Manager and Landscape Leader TNS**
Reports To: WWF- Country Director
Supervises: WWF Project Staff and consultants when so designated
Location: Yokadouma

I. Major responsibility:

- As Project Manager: Plans, directs and oversees WWF project activities, as defined in the project description, approved work plans and budgets.
- As Landscape Leader: Overall management of the CARPE/CBFP landscape program planning and implementation process, including the design of integrated work plans, approval of consortium work plans and annual budgets, and the management of the consortium to attain the results stipulated in the PMP and the USAID Cooperative Agreement.

II. Major other duties and responsibilities:

1. As Project Manager:
 - *Project oversight:* Plans, directs and oversees project activities in accordance with the project description, work plan, budget and contractual agreements. Develops work plans and budgets for approval by WWF, project partners, the project steering committee, and other participating agencies. Ensures that the project is making progress towards its objectives.
 - *Project implementation:* Manages the project(s) and project team using a participatory, adaptive management approach. Ensures that management systems are established, and oversees the administration of the project(s). Supervises project activities and provides technical oversight. With support from WWF, ensures that project(s) are in compliance with donor regulations.
 - Provides *technical leadership* in major project components, including community-based natural resource management; institutional strengthening and training; development of natural resource management plans, strategies, policies and legislation; regional networking; and project monitoring.
 - *Financial management:* With the direct support of the manager of finance and administration, develops project budgets for approval and monitors expenditures against budgets. Ensures establishment of financial management systems for the project(s) to adequately meet financial management needs and donor regulations and policies. Prepares and submits monthly financial reports to WWF in accordance with procedures established by WWF.
2. As a Landscape Leader:

- Manage the entire landscape planning and implementation process. This includes: representing the consortia with the USAID Agreement Officer, the CARPE SO team and the designated Cognizant Technical Officer (CTO) in all matters related to the landscape program, the design of integrated work plans, approval of consortium work plans and annual budgets, and the management of the consortium to attain the results stipulated in the PMP and the Agreement.
- Manages all USAID funds, including taking responsibility for cost-share matching funds for all members of the consortium.
- Makes USAID funding disbursements to consortium partners; assures partners' participation in landscape activities including annual and semi-annual reporting requirements, participation in activity planning meetings and landscape workshops, contribution to landscape newsletter;
- Ensure that the landscape is developed, managed and reported as a coherent entity, achieving landscape level goals and ensuring that the overall result is greater than the sum of its parts.
- Coordinates with all CARPE partners, Government, Donors, and other stakeholders in TNS landscape.
- Keeps the momentum among the core landscape team members and works towards a common vision on landscape conservation and management.
- In close collaboration with the WWF Country Director, the CBFP Technical Manager, the NI Leader and the WWF CARPO Regional Representative, assures liaison with government officials and technical ministries concerned by TNS.

III. Working Relationships:

The Project Manager will establish and maintain close working relationships with the Cameroon government and other partners and liaise closely with relevant donor WWF NOs. She/He will work closely with the Country Director for WWF Office in Cameroon, to ensure full contribution to and involvement of the Cameroon Office in CARPO activities, and with the CBFP Technical Manager to ensure the delivery of the CBFP program at TNS landscape.

IV. Minimum Work Requirements:

The Project Manager must have a broad knowledge of forest and wildlife management and ecology, rural development experience, and familiarity with the functioning of the various contributing organizations.

The Project Manager must have the following skills and experience:

- a minimum of eight years of experience in working in conservation or development organizations, especially in a similar biome;
- demonstrate a strong working knowledge of forest and wildlife ecology and management principles;
- familiarity with the WWF and other project funding agencies, especially the World Bank, US Government agencies;
- strong managerial and administrative skills and excellent organizational skills;
- Fluency in French and English.
- strong communication skills, particularly in writing reports and proposals for donor agencies;
- depth and breadth of knowledge of conservation and development issues
- A minimum of an MSc in biology, ecology or a related field.

Applications should be sent by email to: MNwaha@wwfcarpo.org latest on May 20, 2009.

NB : Only preselected candidates will be contacted

2.

Position Title: **Director of Conservation**
Reports to: Country Director
Supervises: CCPO Staff (when so designated), WWF Projects staff (when so designated)
Location: Yaoundé, Cameroon

I. MAJOR FUNCTIONS

Within the WWF Cameroon Country Programme Office (CCPO), the Director of Conservation is responsible for the development, implementation and coordination of WWF conservation and policy program in Cameroon. He/she advises the Country Director and the NI Leader on pertinent issues in Cameroon and provides essential input for the Program's supervision, review and evaluation. In close cooperation with the Country Director, the CCPO Director of Conservation works with national authorities, conservation partners and projects in Cameroon in their aim to maintain the biodiversity of the country and contribute to poverty alleviation.

II. DUTIES AND RESPONSIBILITIES

Program Development

1. Takes responsibility for planning process in Cameroon in accordance with the GHOA NI Strategic Plan.
2. In collaboration with the GAA Manager, initiates, evaluates and develops concepts, descriptions, operating plans and budgets for new projects in Cameroon.
3. In collaboration with the GAA Manager, actively fundraises for approved projects, in cooperation with appropriate WWF National Organizations, and WWF International.
4. Assists the relevant departments of WWF in Cameroon and elsewhere with preparing materials for fundraising, promotional events, public awareness and education.
5. Remains abreast of development related to conservation issues and initiatives relevant to the Cameroon Country Programme and integrates them into program development and implementation.

Program Implementation and Monitoring

6. Lead and coordinate the implementation of GHOA NI workplan package for Cameroon;
7. Develops, for review and approval by the Country Director, terms of reference for CCPO programmatic staff, project contracts and consultants.
8. Coordinates the implementation and management of WWF projects in Cameroon, and provides them with technical assistance. This includes: performing on-site supervision to evaluate specific project progress, organizing and participating in meetings to help determine conservation priorities, working with consultant to define appropriate conservation activities, and keeping staff informed about projects and programs.
9. Reviews and assists in the preparation of financial and technical reports, as appropriate
10. Ensures adequate and timely technical reporting and coordinates the development of appropriate monitoring systems to ensure the projects performance.
11. Following established WWF guidelines, ensures that appropriate monitoring & evaluation systems are implemented.
12. Ensures that appropriate ecological and socio-economic monitoring systems are implemented in all WWF field sites.
13. Ensures the development of project budgets for approval, monitors expenditures against budgets, and ensures the establishment of financial management systems of the projects.
14. Facilitates the exchange of ideas and experiences among WWF projects in Cameroon.
15. Ensures that a Program-wide monitoring and evaluation system is put in place, maintained and respected.
16. Ensures the development and revision of the CCPO strategic plan

II. WORKING RELATIONSHIPS

The Director of Conservation will establish and maintain close working relationships technical departments at MINFOF, MINEP, MINEPAT and other partners. She/He will work closely with the Country Director, the NI Leader, the Human Resource & Operations Manager, the Finance Manage, project managers for WWF Office in Cameroon, to ensure full contribution to and involvement of the Cameroon technical staff in CCPO activities.

II. MINIMUM WORK REQUIREMENTS

The Director of Conservation must have a broad knowledge of forest and Wildlife management and ecology, rural development experience, and familiarity with the functioning of the various contributing organizations.

The Director of Conservation must have the following skills and experience:

- A minimum of eight years of experience in working in conservation or development organizations, especially in a the Congo Basin

- Demonstrate a strong working knowledge of forest and wildlife ecology and management principles and/or poverty alleviation and development issues
- Familiarity with WWF and funding agencies, especially the World Bank, Government and Aid Agencies
- Strong managerial and administrative skills and excellent organizations skills
- Fluency in English and French
- Strong communications skills, particularly in writing reports and proposals for donor agencies
- Depth and breath of knowledge of conservation and development issues
- A minimum of a MSc in biology, ecology or related field.

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NB : Only preselected candidates will be contacted

3.

Position Title: **Programme Coordinator, Kudu Zombo**

Programme

Position Location: Campo, South Province

Reports to: Director of Conservation WWF - CCPO

Supervises: All Programme Staff-Kudu Zombo

I. Major functions:

Coordinates the management and implementation of WWF's Kudu Zombo Programme

II. Major Responsibilities

Coordination, Planning and Representation

- The Programme Coordinator, PC, represents WWF-CCPO in Campo-Ma'an/Rio Campo landscape and the entire Kudu Zombo Programme area
- Supervises and coordinates the development and implementation of all WWF field activities in the region
- Works in close collaboration with Conservator of the Campo-Ma'an National Park, the Divisional and Provincial Delegates of MINFOF and MINEP in his area of competence for implementation of agreed upon activities within the Campo-Ma'an landscape
- Ensures the preparation and coordination of joint annual work plans for the Kudu-Zombo Programme and partnership with the programmes executing partners, the private sector, NGOs, and Community Based Organizations.
- Ensures programme compliance with technical, monitoring/evaluation and reporting requirements

- Responsible for over all management of programme funding, preparation of annual budgets and also ensures strict compliance with laid down financial procedures
- Contribute to the development of an enabling institutional framework and funding mechanisms to guarantee long term management of the Campo-Ma'an National Park, and community based natural resource management initiatives established by WWF within the Protected Area's environs
- Liases with national and international partners including government authorities and major stakeholders in development and implementation of proper conservation programmes geared towards sustainable natural resource management and benefit sharing
- Develop and supervise in collaboration with regional conservation partners implementation of trans-boundary protected areas management activities
- Undertake fund raising and lobbying activities within WWF network and donor community aimed at securing necessary funds for implementation of conservation and sustainable use activities
- Liases with CARPO and Kudu Zombo Communication Officers to ensure effective communications between the programme, the Yaoundé Central Office, and the WWF network

Technical

- Ensures coordination and supervision of execution of programme activities in the areas of (i) marine and terrestrial protected area development and management focusing on establishment of a marine protected area, implementation of management plans, facilitation of law enforcement and ecological monitoring activities, species management (ii) wildlife management in the landscape (iii) community based natural resource management in the landscape (iv) and policy dialogue amongst key stakeholders in Government, civil society and the private sector at the micro and meso level.
- Ensures close coordination with Forestry Programme team at the central level in Yaoundé on all SFM activities
- Collaborates closely with the Senior Policy Officer, the Senior Socio-economist, and other technical staff of the CCPO Conservation Department at the central level on issues relating to policy dialogue and monitoring of social, macro-economic and policy impacts on conservation
- Ensures collaboration and support to other WWF-CCPO programmes and projects in adjacent ecoregions (especially the Jengi SE Programme and the Epassa Moto Programme) to share lessons learned

Finance, Administration, People Management

- The PC supports the PAFO in the management of project's administration and accounts
- Ensures performance appraisals of all senior technical and administrative staff
- Coaches and manages the project senior management team,
- Facilitates and coordinates the preparation, management of administrative and financial plans/budgets. Systematically reviews the status of all project budgets and ensures the annual budget are properly met.
- The PC takes primary responsibility for ensuring that the finances and general administration of the project office are properly managed

- The PC assists the PAFO in the preparation of quarterly budget forecasts, monthly advance requests and timely monthly financial reporting
- Implements all internal and external audit recommendations

Reporting and Communication

- The PC is responsible for the preparation of bi-annual technical reports for WWF network and other important reports for individual donors
- The PC maintains in collaboration with Technical Manager of CCPO, contacts with Kudu Zombo Programme donors (WWF Netherlands, FEDEC, the EU and others).
- Ensures the preparation and dissemination of information worthy events, achievements or developments in the programme, and coordinates Kudu Zombo contribution to the CCPO communication strategy

Support to the Conservation Programme at the Central Level and CARPO Representation

- The PC provides necessary support to the Technical Manager CCPO for programme development as requested
- Provides necessary support to the Regional Representative for fund raising and networking activities

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NB : Only preselected candidates will be contacted

Central African Republic (CAR)

4.

Position title: **Principal Technical Advisor,** Dzanga-Sangha Project,
Reports to: NI Leader
Location: Bayanga, CAR
Supervises: Project staff

1. It is part of every staff member's terms of reference to contribute to WWF's mission. WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
 - conserving the world's biological diversity

- ensuring that the use of renewable natural resources is sustainable
 - promoting the reduction of pollution and wasteful consumption.
2. It is also part of every staff member's terms of reference to embody WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.

I. Major Functions:

The Principal Technical Advisor (PTA) is responsible for providing technical assistance and oversight to the Dzanga-Sangha Project, consisting of the Dzanga-Sangha Special Dense Forest Reserve and Dzanga-Ndoki National Park and its broader landscape in its aim to maintain the biodiversity of the southwestern forest of the CAR. The PTA will serve as the principal representative of WWF to the Dzanga-Sangha project under the supervision of the GHOA NI leader

The PTA's main function is to advise the National Project Director to establish and implement an efficient management system for the sustainable conservation and use of natural resources for the Dzanga-Sangha Landscape and to transfer his/her technical knowledge and project management experience to the National Project Director (NPD), such that the NPD can assume responsibility for the project management.

The PTA will be based at the project site in Bayanga, and may visit other sites that relate to the project's advancement.

The PTA will represent, together with the NPD the project throughout the CAR and outside the country at conferences (e.g. **the Sangha Tri-National** Park meetings) and will promote project activities and associated tourism activities.

II. Major Duties and Responsibilities:

1. Provides technical assistance to the NPD, other personnel, and partners in the Dzanga-Sangha Project, and participates in the Executive Team. The duties of this Team are described herein in III.
2. Helps the NPD maintain and ensure the integrity and cooperative spirit of project personnel and of the project partners.
 3. Participates in the landscape planning and follow-up implementation for the Sangha Trinational Landscape.
 4. Promotes ecotourism and specifically gorilla viewing based tourism.
 5. Promotes an efficient and cost effective conservation of DS, and sustainable use of natural resources
 6. Promotes co-management instruments involving local stakeholders
 7. Contributes to the development and implementation of an long term funding strategy for DS and assists in securing long term funds, including participation in the Sangha Trinational Trust Fund development process. Leads the development of program management and business plans.
 8. Provides technical assistance to the CAR Government in the management of all funds allocated to the project.
 9. Ensures the sound scientific basis of project activities and coordinates all research activities.

10. Investigates the possibilities of new activities and partners in the fields of conservation research and development that complement those already underway, and advise the CAR Government and WWF accordingly.
11. Ensures that appropriate training of local staff is provided to the project personnel.
12. Takes primary responsibility for the preparation and administrative and financial management of budgets under WWF direct administration. Systematically reviews the status of project budgets and ensures that annual budget targets are met.
13. Following established WWF guidelines, ensures that appropriate administrative and accounting policies and systems are implemented. As necessary, evaluates financial and administrative operations and proposes systems for improved effectiveness and efficiency.
14. Ensures the preparation and dissemination of information worthy events, achievements or developments in the project, and coordinates the Dzanga-Sangha Project's contribution to the CARPO/GHOA communication strategy.
15. Provides necessary support to the Regional Representative and the WWF CAR National Office for networking activities and other tasks as requested.
16. Represents the Dzanga-Sangha Program component of the Sangha Trinational Landscape Program. Ensures that all deliverables required from the various donors to this program are produced in high quality and on a timely basis, including all USAID Congo Basin Forest Partnership requirements and GHOA NI.

III. Working Relationships:

The Principal Technical Advisor will establish and maintain close working relationships with the CAR Government, GTZ, Dzanga-Sangha project, and TNS personnel and liaise closely with relevant NOs such as WWF-US, Germany and Netherlands, and other donors. She/He will work closely with the Liaison Officer for WWF Office in CAR, to ensure full contribution to and involvement of the CAR Office in CARPO activities/GHOA NI.

V. Minimum Work Requirements:

The Principal Technical Advisor must have the following skills and experience:

- a minimum of eight years of experience in working in conservation or development organizations, especially in a similar biome;
 - demonstrate a strong working knowledge of forest and wildlife ecology and management principles;
 - familiarity with the WWF and other project funding agencies, especially the World Bank, US Government agencies, and GTZ;
 - strong managerial and administrative skills and excellent organizational skills;
 - fluency in English, French and preferably Sango;
 - strong communication skills, particularly in writing reports and proposals for donor agencies;
 - depth and breadth of knowledge of conservation and development issues
 - A minimum of an MSc in biology, ecology or a related field.

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5.

Position Title: Conservation Advisor

Position base: Bayanga, Central African Republic
Reports to: WWF Principal Technical Advisor, Dzanga Sangha Project,
Supervises: Assists in supervision of conservation program and administration staff (approximately 100 people)

I. Major Functions:

The Conservation Advisor (CA) is responsible for providing technical assistance, oversight and leadership to the Dzanga Sangha Project Conservation Program with an emphasis on the reduction of illegal exploitation of wildlife. The CA will serve as an advisor to the National Warden (NA) and will work under the supervision of the WWF Principal Technical Advisor (WWF PTA). The CA's main function is to transfer his/her technical and managerial knowledge and experience to the NW and other conservation program staff.

The CA will be based at the project site in Bayanga and may visit other sites that relate to the project's advancement including the protected areas of the Sangha Trinational Initiative (Nouabale-Ndoki National Park, Republic of Congo and Lobeke National Park, Cameroon).

II. Major duties and responsibilities:

- Helps to direct and improve effectiveness of DSP conservation program. (60% effort)
- Works as counterpart and technical advisor to National Warden (NW). Provides technical assistance as needed to NW and other conservation staff. Assists the NW to plan, manage, and monitor all aspects of the conservation program.
 - Assists and participates in day-to-day operations and management of conservation program including participating in anti-poaching efforts in the field at least every other month.
 - Assists the NW to supervise all staff associated with the conservation program. Participates in staff assessments and program evaluation.
 - Assists in the identification of training needs and develops proposals and budgets accordingly.
 - Ensures that appropriate training of local staff is provided to the conservation program, works with senior staff to develop and deliver training to conservation program staff or, if necessary, drafts terms of reference for relevant consultancies.
 - Works with the project staff to devise and implement quarterly work plans for the conservation program.
 - Assists in developing a working rapport with local communities through collaboration with informants, and collaboration, when appropriate, with rural development, health, and education activities and conservation-related education programs.
 - Conducts periodic visits to different sectors of the Reserve and Park to survey and monitor natural resource utilization.

- Collaborates with trinational partners on anti-poaching strategies and other conservation-related activities.
- Produces minutes, proceedings and reports from the conservation program as requested by the PTA. Submits to the PDS Director, in collaboration with NW, a quarterly report outlining conservation program activities.
- Remains well informed of legislation, policies and procedures that could have an effect on management. Contributes to the formulation of Project policies.

Monitors effectiveness of conservation program. (20% effort)

- Works closely with socioeconomic monitoring staff to ensure that essential conservation-management-driven data are collected.
- Coordinates ecological monitoring and monitoring staff to ensure quality control of data and that they are used in a timely way to inform, evaluate and adapt management.

Assists in project oversight, planning, and management. (20% effort)

- Acts as interim PTA when PTA is absent.
- Assists in the development of annual Project work plans, proposal and budgets as requested.
- Plans for expenses for the conservation program and ecological monitoring on a quarterly basis or on a more frequent basis as necessary.
- Assists in project communication. Helps project direction ensure that the project communicates appropriately and timely with all of its key target audiences including local community, national government and partners, regional partners and tour operators, and international visitors and donors.
- Assists the PTA to ensure accountability of Project funds according to project planning, WWF annual budgets, and WWF rules and regulations governing expenditures.
- Assures the appropriate use and management of project material, vehicles, and equipment, particularly those that are used by the conservation program.
- Actively participates in Project meetings and workshops.

III. Working Relationships:

Serves as advisor and counterpart to National Warden. Works closely with Dzanga Sangha Project

staff especially those within the conservation program, ecological monitoring program, environmental outreach and education program, and project administration. The CA will establish and maintain close working relations with local and regional authorities, community representatives, commercial partners, Tri National Sangha partners, and donor representatives.

IV. Minimum Work Requirements:

The Conservation Advisor must have:

- practical knowledge of forest, wildlife and protected area management and monitoring; environmental law enforcement; and community involvement in natural resource management;
- Minimum of a MSc in a conservation or environmental management related field;
- Five years of experience working in conservation, protected area, or natural resource management;
- Field experience in Africa;

- Field orienteering skills with Global Positioning Systems (GPS), compasses, and maps;
- Excellent field data collection, summary, and analysis skills;
- Good computer skills including skilled in Geographic Information System (GIS), Excel, and Word, and other software;
- Excellent logistical planning and organizational skills;
- Personnel and administration management experience,
- Good communication skills,
- Fluency in French and English and commitment to learn the locally spoken Sango.

Applications should be sent by email to: MNwaha@wwfcarpo.org latest on May 20, 2009.

NB : Only preselected candidates will be contacted

6.

Position Title: **Project Manager**
 Position Location: Bayanga, CAR
 Reports To: Country Liaison Officer
 Supervises:

I. Major Functions

In close collaboration with the CAR government (MECNEF) and local authorities, the Dzanga-Sangha project (APDS), and the different social groups living in the Dzanga-Sangha Reserve, He/She will be responsible for:

II Major duties and responsibilities

- Ensures overall leadership of the project under the supervision of project partners WWF and FPP.
- Guarantees that all information and justification required by WWF Germany to meet all obligations concerning the project towards the EC are delivered in time and that all relevant EC, WWF CARPO and FPP rules and procedures of project implementation are followed. Ensures technical and financial reporting according to EC, WWF and FPP.
- Coordinates project cycle: planning, financing, implementation, monitoring and evaluation of project activities
- Manages and supervises staff and experts
- Coordinates technical input from project partners and consultants
- Provides technical expertise and training where needed
- Meets financial controlling requirements.
- Oversees procurement planning and implementation.

III Experiences And Qualification:

- At least 5 years professional experiences in project management.
- An advanced degree in social sciences and/or equivalent experiences in working with local communities (especially indigenous groups) concerning community based natural resource management is required.
 - ✓ extensive working experience with local communities and participatory approaches
 - ✓ strong skills in project management (planning, financing, implementation , monitoring and evaluation)
 - ✓ excellent organisational skills ; strong communication skills; strong interpersonal skills
 - ✓ working experiences in remote destinations in Central Africa
 - ✓ fluency in French, English and preferably Sango

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WWF DEMOCRATIC REPUBLIC OF CONGO COUNTRY PROGRAMME

7.

Position title:	Conservation Director
Reports to:	DRC Country Coordinator
Supervises:	Project Executants/landscape Leaders
Location:	Kinshasa, DRC

The World Wide Fund for Nature (WWF), the conservation organization, has a large and growing conservation programme in the Democratic Republic of Congo (DRC), implementing a large number of projects dealing with protected areas management, environmental education activities, NGO and government support on forest, freshwater, species, and marine ecosystems projects, in coherence with various partners. To assist WWF in managing a challenging conservation agenda, the WWF-DRC Country Office is recruiting a Conservation Director to directly assist the Country Coordinator and the WWF-DRC team in achieving the Green Heart of Africa Network Initiative (GHOA NI) conservation objectives in DRC. This is a new position within WWF-DRC and requires a seasoned conservation professional. The candidate should be dynamic, with excellent inter-personal skills, high level integrity, and with good language ability. This senior professional will be involved in implementing an exciting and ambitious conservation programme.

I. MAJOR FUNCTIONS

The Conservation Director is responsible for the development for the entire programme and provides advice to the DRC Country Coordinator and the GHOA NI Leader on pertinent conservation issues in the country. The Conservation Director provides leadership and technical support for the development, implementation and monitoring and evaluation of WWF's GHOA NI in DRC, under the guidance of the DRC Country Coordinator, the CBFP Technical Manager and the GHOA NI Leader.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Programme Development:

- Provide leadership in the development of the conservation programme by undertaking the identification and design of new projects consistent with the priorities of the GHOA NI conservation plan;
- In coordination with the GHOA NI Leader, the Country Coordinator and the CBFP Technical Manager, lead the design and implementation of nation-wide land use plan leading to the gazettment of 15 million ha of new PAs;
- Assists the Country Coordinator in the development of the DRC programme operational plan and budget.
- Supports the Country Coordinator in liaising with donors and fund-raising.
- Coordinates the preparation of strategic documents, guidelines, and other material required to guide the conservation vision of the WWF-DRC programme.
- Ensures that conservation activities are in-line with the GHOA NI and other global visions of the WWF network
- Establishes linkages between WWF visions and the development and conservation objectives of DRC as well as those of the donor community
- Stays informed and informs colleagues of new conservation initiatives, approaches, strategies, and other

B. Programme Co-ordination, Supervision, Monitoring and Evaluation:

- Co-ordinates and oversees the GHOA NI conservation programme in DRC, and assists in the management of specific projects as appropriate.
- Supervises project managers, Landscape Leaders, and provides technical advice as appropriate.
- Undertakes regular on-site visits to monitor project progress.
- In collaboration with the Country Coordinator and the GHOA NI Leader, ensures that the programme-wide timetable for the evaluation of projects is developed, maintained and respected, and that lessons are compiled for future reference and use by the WWF Network;
- As appropriate, in liaison with the GHOA NI Leader, the CBFP Technical Manager and the DRC Country Coordinator, ensure compliance with contracts and timely submission of donor, GHOA NI and relevant WWF network reports in compliance with agreed standards (both in English and French);

Contributes to the development of the WWF-DRC annual operational plan and the preparation of the annual report to submit to WWF-CARPO

- Trains programme staff in the identification, design, and implementation of monitoring and evaluation of conservation activities.
- Provides advice to the Country Coordinator on pertinent conservation issues and provides specific technical input, ad hoc advice and assistance, and implementation support to projects, as needed.

C. Programme Information Management and Communications

- Contributes to the develop of an effective national and international communications strategy for the GHOA NI under the leadership of the Country Coordinator and the GHOA NI Leader and other designated WWF staff from DRC or elsewhere within the network
- Works with relevant staff to provide information on programme activities and conservation issues to the WWF-CARPO, WWF Network, the general public, scientific community, the press or media and donors.
- Responds to correspondence and/or re-transmits requests for information and/or support.
- Reviews conservation articles and WWF policy statements prior to publication.

IV. WORKING RELATIONS

Internal: Interacts with WWF-DRC's programme/project coordinators, F&A Manager and staff on a daily basis.

Interact with the CBFP Technical Manager to jointly conduct the evaluation of Landscape Leaders. Interact with the CBFP Technical Manager to ensure effective implementation of the CARPE CBFP landscape program. Interact with the GHOA NI Leader on the development and implementation of the GHOA NI in DRC. Coordinates and interacts with WWF-CARPO and International and WWF Network staff as appropriate. Also interacts with other WWF-CARPO offices.

External: Collaborates with governmental institutions, non-governmental organisations, as well as the media and donors in DRC. Interacts with entities outside DRC, as agreed with the Country Coordinator.

VI. MINIMUM QUALIFICATIONS

Knowledge: The Conservation Director must have an advanced university degree (Master or equivalent) in natural resources management, biological sciences or related field experience. A PhD in conservation biology an asset.

Experience: The Conservation Director must have broad working experience ideally in DRC, with at least five years of experience. Additional international experience and understanding of field-based activities is essential.

Skills and Abilities. Good technical, organizational, interpersonal and teambuilding skills essential. Ability to develop and co-ordinate conservation programmes and projects and to work effectively with a wide variety of partners and disciplines. Excellent understanding of ecoregional conservation, and the principles of conservation biology, as well as DRC's biodiversity. Good understanding of WWF's objectives and conservation strategies. Good understanding of DRC natural resource management related plans and programmes. Diplomatic and multi-cultural skills. Strong skills in programme and planning, monitoring, and evaluation, and project cycle management. Excellent oral and written communication skills, in English and French.

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WWF GABON COUNTRY PROGRAMME

8.

Position title:	Conservation Director
Reports to:	Country Coordinator,
Supervises:	Project Executants/landscape Leaders
Location:	Libreville

The World Wide Fund for Nature (WWF), the conservation organization, has a large and growing conservation programme in Gabon, implementing a large number of projects dealing with protected areas management, environmental education activities, NGO and government support on forest, industry, species, and marine ecosystems projects, in coherence with various partners. The Conservation Director will directly assist the Country Coordinator and the WWF-Gabon team in achieving the Green Heart of Africa Network Initiative (GHOA NI) and GPF conservation objectives in Gabon.

I. MAJOR FUNCTIONS

The Conservation Director is responsible for the development for the entire programme and provides advice to the Gabon Country Coordinator and the GHOA NI Leader on pertinent conservation issues in the country. The Conservation Director provides leadership and technical support for the development, implementation and monitoring and evaluation of WWF's GHOA NI in Gabon, under the guidance of the

GAbon Country Coordinator, the CBFP Technical Manager and the GHOA NI Leader.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Programme Development:

- Provide leadership in the development of the conservation programme by undertaking the identification and design of new projects consistent with the priorities of the GHOA NI conservation plan;
- Act as Country Coordinator when appropriate
- Assists the Country Coordinator in the development of the Gabon programme operational plan and budget.
- Supports the Country Coordinator in liaising with donors and fund-raising.
- Coordinates the preparation of strategic documents, guidelines, and other material required to guide the conservation vision of the WWF-Gabon programme.
- Ensures that conservation activities are in-line with the GHOA NI and other global programme priorities of the WWF network
- Establishes linkages between WWF visions and the development and conservation objectives of Gabon as well as those of the donor community
- Stays informed and informs colleagues of new conservation initiatives, approaches, strategies, and other
- insures recruitment, staffing of programmatic staff,

B. Programme Co-ordination, Supervision, Monitoring and Evaluation:

- Co-ordinates and oversees the GHOA NI conservation programme in Gabon, and assists in the management of specific projects as appropriate.
- Supervises, coaches, project managers, Landscape Leaders, and provides technical advice as appropriate.
- Undertakes regular on-site visits to monitor project progress.
- In collaboration with the Country Coordinator and the GHOA NI Leader, ensures that the programme-wide timetable for the evaluation of projects is developed, maintained and respected, and that lessons are compiled for future reference and use by the WWF Network;
- As appropriate, in liaison with the GHOA NI Leader, the CBFP Technical

Manager and the Gabon Country Coordinator, ensure compliance with contracts and timely submission of donor, GHOA NI and relevant WWF network reports in compliance with agreed standards (both in English and French);

Contributes to the development of the WWF-Gabon annual operational plan and the preparation of the annual report to submit to WWF-CARPO

- In collaboration with the relevant programme co-ordinators and project executants, and the F&A Department, ensures that the WWF Projects Database is regularly updated with accurate, sufficient, and analytical information.
- Trains programme staff in the identification, design, and implementation of monitoring and evaluation of conservation activities.
- Provides advice to the Country Coordinator on pertinent conservation issues and provides specific technical input, ad hoc advice and assistance, and implementation support to projects, as needed.

D. Programme Information Management and Communications

- Contributes to the development of an effective national and international communications strategy for the GHOA NI under the leadership of the Country Coordinator and the GHOA NI Leader and other designated WWF staff from Gabon or elsewhere within the network
- Works with relevant staff to provide information on programme activities and conservation issues to the WWF-CARPO, WWF Network, the general public, scientific community, the press or media and donors.
- Responds to correspondence and/or re-transmits requests for information and/or support.
- Reviews conservation articles and WWF policy statements prior to publication.

IV. WORKING RELATIONS

Internal: Interacts with WWF-Gabon's programme/project coordinators, F&A Manager and staff on a daily basis.

Interact with the CBFP Technical Manager to jointly conduct the evaluation of Landscape Leaders. Interact with the CBFP Technical Manager to ensure effective implementation of the CARPE CBFP landscape program. Interact with the GHOA NI Leader on the development and implementation of the GHOA NI in Gabon. Coordinates and interacts with WWF-CARPO and International and WWF Network staff as appropriate. Also interacts with other WWF-CARPO offices.

External: Collaborates with governmental institutions, non-governmental organisations, as well as the media and donors in Gabon. Interacts with entities outside Gabon, as agreed with the Country Coordinator.

VI. MINIMUM QUALIFICATIONS

Knowledge: The Conservation Director must have an advanced university degree (Master or equivalent) in natural resources management, biological sciences or related field experience. A PhD in conservation biology an asset.

Experience: The Conservation Director must have broad working experience in conservation in Central Africa, specifically in Gabon, with at least five years of experience. Additional international experience and understanding of field-based activities is essential.

Skills and Abilities. Good technical, organizational, interpersonal and teambuilding skills essential. Ability to develop and co-ordinate conservation programmes and projects and to work effectively with a wide variety of partners and disciplines. Excellent understanding of ecoregional conservation, and the principles of conservation biology, as well as Gabon's biodiversity. Good understanding of WWF's objectives and conservation strategies. Good understanding of Gabon natural resource management related plans and programmes. Diplomatic and multi-cultural skills. Strong skills in programme and planning, monitoring, and evaluation, and project cycle management. Excellent oral and written communication skills, in English and French.

Applications should be sent by email to: MNwaha@wwfcarpo.org latest on May 20, 2009.

NB : Only preselected candidates will be contacted

9.

Position Title:	GAA Manager
Reports to:	GHOA NI Leader
Supervises:	As so designated
Location:	Yaounde, Cameroon

I. MAJOR FUNCTIONS

She/he is responsible for formulating and revising periodically the Green Heart of Africa (GHOA) GAA strategy, coordinating approaches to major donors and their representatives in the sub-region with CARPO staff and the WWF Network, ensuring the coherence of policy and funding dialogues with GAA donors, ensuring that funding proposals are both rigorous and relevant to donors and the GHOA conservation plan and that GAA contracts are properly complied with and fulfilled. The GAA Senior Officer is the main point of contact between CARPO/GHOA and other WWF Network GAA Focal Points

II. DUTIES AND RESPONSIBILITIES

1. Develops and supports the implementation of the GHOA GAA strategy:
 - Works with GHOA NI team and CARPO's Country Programme Offices, national governments and other partners to design, implement and revise periodically regional and national GAA strategies to support the GHOA conservation plan;
 - .In close collaboration with the CARPO Regional Representative, National Country Coordinators/National GAA Liaison Officers and NI Leader, coordinate policy and funding dialogues with local representation offices of GAA.
 - Maintain regular policy and funding dialogue and develop joint work programmes with WWF Network GAA Focal Points on GAA regional/national issues, funding opportunities and areas of cooperation in support of the implementation of the GHOA and Governments' regional/national priorities.
 - Provide and/or coordinate training and assistance on all aspects of GAA partnerships (relationship management, project and proposal development, project implementation, trouble shooting and adaptive management, monitoring and evaluation) to colleagues in CARPO.
2. Coordinates and ensures quality control on GAA proposal development:
 - Promote and coordinate proposal development and submission that adhere to the GAA standards and priorities, in close consultation with WWF Network GAA Focal Points
 - Coordinate with programme staff, local GAA representations and WWF Network GAA Focal Points to submit proposals and negotiate contracts.
 - Promote and encourage cost recovery for WWF recipients to the extent possible from the GAA donor.
3. Advises on ensuring quality delivery on GAA contracts
 - Work with CARPO colleagues to monitor GAA projects performance and effective dialogue with local GAA representation in relation to GAA contracts.
 - Provide reports on progress on GAA contract delivery to GHOA management and WWF Network GAA Focal Points.
 - As necessary, identify and find appropriate ways to resolve any major risks to the WWF's credibility that may arise from execution of GAA contracts, in close collaboration with GHOA management, CARPO team and WWF Network.
4. Takes on other duties as requested by the WWF-CARPO Regional Representative and GHOA NI Leader.

III. Working Relationships:

Internal: Works closely with all staff of WWF-CARPO offices, particularly the country GAA Focal Points, GHOA NI Team, Programme Coordinators, Project Executants, Landscape Leaders, WWF Network GAA Focal Points.

External: Contacts with government agencies, regional organizations, donors, conservation bodies, private sector, universities, and consultants.

IV. Minimum Qualifications:

Knowledge: A minimum of MSc or MA in law, business, natural resources management, international relations, biological sciences, and related field experience.

Experience: Solid experience in conservation-related program development and management, fundraising, and capacity building is essential. At least 8 years' experience in the development field or with institutional donors with experience of policy, funding instruments and contract administration and public relations are required with experience in the use of computers essential.

Skills and Abilities: Good technical, organizational, interpersonal and team-building skills essential; ability to work effectively with a wide variety of partners and disciplines. Diplomatic and multi-cultural skills, especially in the African context; ability to prepare large project proposals to bilateral and multilateral agencies. Excellent oral and written communication skills in both French and English

Applications should be sent by email to: MNwaha@wwfcarpo.org latest on May 20, 2009.

NB : Only preselected candidates will be contacted