

Vacancy - Programme Officer - Forests

The East African Wild Life Society (EAWLS) is a membership-based NGO that seeks to enhance the conservation and wise use of the environment and natural resources in East Africa for the benefit of current and future generations. We are seeking an energetic, innovative and visionary new team member who will assist in building upon our more than 60 years of experience and leadership in the conservation sector, by enhancing our impacting on environmental matters in target regions of East Africa.

Reporting to the Head of Programmes, the Programme officer - Forests will work closely with the Programmes team to build an effective and innovative Programmes team.

DUTIES AND RESPONSIBILITIES

- a) Assist the Head of Programmes to develop fundraising proposals to sustain the forests programme.
- b) Providing inputs in the review of applicable National and County policies and laws, plans and programmes.
- c) Implementation of the forest conservation programmes of the organization.
- d) Building capacity and strengthening local community institutions including Community Forest Associations (CFAs), Water Resource Users Associations (WRUAs), Charcoal Producer Associations (CPAs) and other Community-Based Organizations (CBOs).
- e) Monitoring forest conservation issues in the East African region and reporting areas of intervention for the organization.
- f) Championing, promoting and participating in conservation of both protected and unprotected forests to enhance sustainable utilization of forest resources.
- g) Enhancing the visibility of EAWLS as an organization that seeks to collaborate and partner with relevant stakeholders in the promotion of management practices for the sustainability of forest resources.
- h) Assist in the organization of events in the forests programme including the annual Forest Challenge.
- i) Promoting EAWLS and its work and dealing with enquiries from the general public, community members and other interested parties on matters relating to conservation of forests.
- j) Maintaining an overview of national, regional and global conservation issues.
- k) Assist in developing work plans and budgets for the forests programme.
- l) Writing and submitting timely project reports.
- m) Undertaking other duties as may be assigned by your supervisor.

Qualifications, Experience, Skills and attributes

- a) A degree in Forestry, a Master's degree will be an added advantage.
- b) Over 3 years' professional experience in NRM / Conservation, with demonstrated success in implementing programmes
- c) Experience and proof of writing successful project proposals.
- d) Experience in working with the private sector, donors, non-governmental organizations, community-based organizations, as well as public sector;
- e) Knowledge of and experience with monitoring and evaluation of programmes/projects
- f) Knowledge in local and national NRM and environment matters, Proven advocacy and negotiation skills
- g) Excellent organizational and analytical skills
- h) Ability to work under pressure and to meet deadlines with minimal supervision
- i) Demonstration of diligence in proposal and report writing

- j) Good public relations and communication skills
- k) Excellent computer skills in various computer packages (Ms. Word, Excel and power point);

Instructions for applying

Applicants should submit a resume, cover letter, and a short statement outlining their vision for EAWLS forests programmes to info@eawildlife.org on or before 10th December 2020.

Only shortlisted candidates will be contacted.