



TERMS OF REFERENCE

Vacancy no:	ET 010
Position Title:	Programme Manager
Location:	Addis Ababa, Ethiopia
Countries of coverage:	Ethiopia
Reporting to:	Director, East Africa
Line Manager of:	Ethiopia Team
Expected start date:	As soon as possible
Type of contract:	2 years initially, including a probation period of 3 months, with a possibility of extension

BACKGROUND

Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. Our global not-for-profit network of 20 independent offices is governed by a Supervisory Council and a Board of the Association of 35 national government and non-governmental organization members. We bring knowledge into policy and practice, connect local actions in 100 countries to make a global difference, we catalyze actions that support those that use or depend on wetlands, and we are passionate about the positive change we make for people and nature. See our website (www.wetlands.org) for more information on the values, strategies and policies that guide our work.

Wetlands International – Ethiopia Country Program

Since 2010, Wetlands International has been active in Ethiopia jointly working with humanitarian & development organizations to ensure community stability and resilience through strategic interventions for water security and disaster risk reduction. This involves direct field interventions, institutional capacity building and advocacy for food security, water security and ecosystem rehabilitation. We also work to ensure an integrated approach to wetland landscape management. We bring different stakeholders together to assist them in bringing together water management, conservation, disaster risk reduction, WASH and sustainable agriculture.

Within the Ethiopian Rift Valley we assess the vulnerability of Critical Sites in the Ethiopian Rift Valley to climate change. In so doing, we focus on the development of a coherent and climate resilient network of protected or otherwise managed areas that are internationally important for the conservation of migratory waterbirds in the African-Eurasian flyway and

thus contribute to the implementation of the relevant resolutions of the African-Eurasian Waterbird Agreement.

The Opportunity

The Ethiopia Country Program seeks a Programme Manager to represent Wetlands International in Ethiopia and to lead and further assist in nurturing and developing our growing programme portfolio, guided by the Wetlands International East Africa strategy. The Programme Manager, Ethiopia, will be responsible for the successful programme and project implementation, provide strategic guidance and coaching to in-country staff, ensure uptake of the Wetlands International track record and knowledge base among staff, ensure maximum synergies between projects in same geographical locations, ensure sound operational and financial management and compliance with internal policies and procedures and directly contribute to implementation when needed. The Programme Manager will work closely with other Programme staff to ensure effective delivery of the results and objectives.

The Programme Manager will be an experienced project and partnership manager. S/he will have a proven track record of multi-partner, multi-annual projects, strong environmental expertise and a good understanding of not only of the public and private sector but also non-governmental organisations complemented with a relevant network. S/he will have a good understanding of wetlands issues at all relevant scales and is well able to confidently profile Wetlands International as an authority in wetlands issues.

RESPONSIBILITIES

Programme development

- Identify needs and opportunities for further Programme development in line with the Wetlands International East Africa/Ethiopia Strategy and work with the Ethiopia team, Director East Africa and other staff in the network to develop new concept notes and mobilise resources
- Identify and establish partnerships with potential strategic partner organisations strategic for Programme delivery and growth

Programme representation/ partnership development

- Manage and nurture the in-country partnerships with Partners (Netherlands Red Cross, Ethiopian Red Cross, Red Cross Climate Centre, Cordaid and local partners, EWCA, EWNHS, RVBA) and the Netherlands Embassy in Ethiopia.
- Represent Wetlands International at key fora including consultations, negotiations, meetings, workshops and briefings

Operational management

- Responsible for the implementation of the projects in Ethiopia including:
 - Line manage and provide strategic guidance to in-country Wetlands International staff including the integration of technical and financial project management.
 - Provide coaching and backstopping to staff where needed
- Support staff to deliver strategic and operational work-plans for the implementation of projects in Ethiopia
- Oversee staff to ensure timely implementation and delivery of outputs, ensuring high quality, relevance and technical accuracy in accordance with project documents, annual work plans and procedures of Wetlands International

- Lead on and ensure the collection, collation and reporting of all project data and documents, including timely submission of quality reports according to the agreed formats and deadlines

Financial management

- Ensure the Program/Project budgets are utilised and monitored to maximise impact in accordance with all Wetlands International internal controls and donor agreements

Communication

- Maintain appropriate and effective communications with project staff in Wetlands International and in the region (Kenya, Tanzania, Uganda, South-Sudan), with project managers at Wetlands International Head office and with other stakeholders

SELECTION CRITERIA

Education

- A minimum of a Master of Sciences degree in Water Resources Management, Natural Resources Management, Ecology, Environmental Science and Management, Environmental Policy and Management or other related disciplines

Experience

- At least 10 years experience in managing and coordinating natural resources management projects
- Sound knowledge of Integrated Water Resources Management, Ecosystem Based Disaster Risk Reduction, Ecosystem Based Adaptation, Ecosystems Management and Restoration (including Wetlands Conservation and Management) and Biodiversity Conservation.
- Experience working in policy and advocacy related programs including familiarity with the national and country water, wetlands, biodiversity, integrated risk management processes (including climate change and disaster risk management) and associated policies and laws
- Experience in working with different stakeholders including the government and in organizing and facilitating multi-stakeholder participatory processes
- Experience in data collection on environmental and water management issues in the field and from desk studies
- Experience in managing teams to deliver complex projects

Competencies

- Ability to oversee large (>Euro 1 Million) programs and steer on results and outcomes
- Ability to demonstrate project management skills including development of work plans, project financial management, monitoring and evaluation and effective reporting at a similar level
- Strong leadership and people management skills and proven ability to ensure a professional and motivated team that delivers effectively against project timelines and set objectives
- Strategic vision and strategic planning skills
- Ability to communicate the benefits of biodiversity conservation, sustainable ecosystems and more specifically wetlands management to stakeholders from different sectors
- Proven ability in fundraising and resource mobilisation
- Good written and oral presentation skills and ability to communicate to a variety of audiences
- Excellent command of Amharic, English. Command of Oromo is an added advantage.

- Confidence to work alone and dynamism to explore new avenues of enquiry
- Comprehensive computer skills, especially in Word, Excel, Email, Internet packages

REMUNERATION

Remuneration is commensurate with experience and qualifications.

METHOD OF APPLICATION

Applications should consist of a curriculum vitae and covering letter and be emailed to kenya@wetlands-africa.org and copied to jmulonga@wetlands-africa.org and clearly marked – *Application for Programme Manager, Ethiopia*, no later than **5pm Ethiopian time on October 17th 2018**.