



ADVERTISEMENT

Manager

Critical Ecosystem Partnership Fund

Regional Implementation Team

BirdLife International is a global partnership of non-governmental conservation organizations active in more than 100 countries worldwide, dedicated to the conservation of biodiversity. The Partnership works together on shared priorities, policies and programmes of conservation action. The Partnership strives to conserve birds, their habitats and global biodiversity, working with people towards achieving real conservation results. BirdLife International *in Indochina* is a regional programme of the BirdLife Secretariat working to promote conservation in the Indochina Region.

As part of this programme of work, BirdLife provides strategic leadership for the delivery of the Critical Ecosystem Partnership Fund (CEPF) in the Indochina region (comprising Cambodia, Laos, Thailand, Vietnam and parts of southern China). CEPF is a joint initiative of l'Agence Française de Développement, Conservation International, the Global Environment Facility, the Government of Japan, the MacArthur Foundation and the World Bank. CEPF is making a major five-year regional investment in the region, a fundamental goal of which is to ensure civil society is fully engaged in biodiversity conservation.

BirdLife provides strategic leadership for CEPF investment through its Regional Implementation Team (RIT). The RIT acts as an extension service to assist civil society groups to design implement and replicate successful conservation projects. The RIT reviews all grant applications, manages external reviews by technical experts and advisory committees, awards small grants and decides jointly with the CEPF Secretariat on all other grant awards. Further, the RIT leads the monitoring and evaluation of individual projects using standard tools, site visits, and meetings with grantees.

BirdLife is currently seeking to recruit a Manager for the RIT, to be based at either its Hanoi or Phnom Penh office. The successful candidate will provide strategic leadership for the CEPF programme of funding in Indochina, represent CEPF with government, civil society and media, and build a broad constituency of civil society groups working across institutional and political boundaries toward achieving shared conservation goals. The position will involve managing a small team actively engaging civil society to catalyze large conservation impacts, and will provide an exciting opportunity for the right person. *(see below for the position's Terms of Reference)*

The successful candidate will have:

- A university degree in biodiversity conservation or a related field;
- At least five years of relevant work experience;
- At least two years of work experience in the Indochina Region;
- Staff management experience;
- Grant-making experience;
- Oral and written fluency in English;
- Computer literacy (including GIS);
- Good communication skills and diplomacy;
- Attention to detail, and ability to deliver work of high standard within tight deadlines;
- Willingness to travel frequently.

Interested applicants should email their CV and application letter to Ms. Tran Thanh Huong at Huong@birdlife.org.vn Applications must be received by close of business on Friday, April 30, 2010.

For more information about Birdlife International *in Indochina* and the CEPF funding program in Indochina, please visit www.birdlifeindochina.org or www.birdlifeindochina.org/cepf.

Terms of Reference

BirdLife International in Indochina

Manager

Critical Ecosystem Partnership Fund

Regional Implementation Team

Job title: Manager

Position duration: Annual contracts, full-time and extendable on basis of satisfactory performance

Location: Hanoi or Phnom Penh with travel throughout Indochina as required

Employer: BirdLife International

Reporting to: The Programme Manager, BirdLife International *in Indochina*

Purpose: Responsible for management of the RIT and its staff, oversight of the transition of the CEPF investment programme from vision to reality, and liaison between the RIT and the CEPF Secretariat.

Background

BirdLife International is a global partnership of non-governmental conservation organizations active in more than 100 countries worldwide, dedicated to the conservation of biodiversity. The Partnership works together on shared priorities, policies and programmes of conservation action. The Partnership strives to conserve birds, their habitats and global biodiversity, working with people towards achieving real conservation results. BirdLife International in Indochina is a regional programme of the BirdLife Secretariat working to promote conservation in the Indochina Region.

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Duties and Responsibilities

The Manager of the CEPF-RIT will have the following specific responsibilities:

- Manage the RIT and its four staff;
- Train other project staff;
- Promote CEPF as a funding mechanism and manage expectations of potential applicants;
- Provide strategic guidance to applicants;
- Develop a list of cornerstone projects and forge strategic alliances to implement them;
- Coordinate technical review and strategic evaluation of proposals;
- After any necessary external review/approval, approve small grant contracts and financial disbursements drafted by the Project Finance Officer;
- Coordinate monitoring of CEPF-funded projects;
- Liaise with applicants and donors to leverage additional funding for the CEPF investment programme in the Indochina Region;
- Expand linkages between the CEPF investment programme and other conservation initiatives.

Qualifications

The following attributes are essential:

- University degree in biodiversity conservation or related field;
- At least five years of relevant work experience;
- At least two years of work experience in Indochina;
- Staff management experience;
- Grant-making experience;
- Oral and written fluency in English;
- Computer literacy (including GIS);
- Good communication skills and diplomacy;
- Attention to detail, and ability to work to high standards with tight deadlines;
- Willingness to travel frequently.

The following attribute is not necessarily expected, but would be an asset:

Oral and written competency in Vietnamese, Khmer, Lao, Thai, Cantonese, or Mandarin.