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JOB DESCRIPTION

Position title:	Head of Terrestrial Programme, Coastal East Africa Initiative (CEA-NI)
Reports to:	Leader, Coastal East Africa Initiative
Location	Dar es Salaam, Tanzania
Supervises:	Supervises NI core forest / terrestrial implementation team and other related technical staff and consultants, as designated
Date:	April 2010

I. Mission of the Initiative:

The Coastal East Africa Initiative (CEA NI) is one of fourteen large-scale programmes that the WWF Network is embarking on in order to achieve transformational change by working at local, national and international scales, linking work on the ground with advocacy work and engagement.

The vision for the CEA NI is that Coastal East Africa's unique and globally significant natural resource base provides the essential goods and services that support biodiversity as well as economic development and the livelihoods of present and future generations. In order to achieve this vision, WWF will work with governments and other key partners in the region - Kenya, Tanzania and Mozambique - to implement the following strategies:

- *Strengthening natural resources governance for effective management of marine fisheries and coastal forest resources and improved effectiveness of institutions in implementation of policies and regulations*
- *Adoption of sustainable trade and investment approach with specific focus on shrimp, tuna and timber commodities*
- *Secure the remaining high value conservation areas in Coastal East Africa, through a number of initiatives, including protected areas, land use planning, REDD activities etc.*

The Head of the NI Terrestrial Programme will take a lead on all terrestrial aspects of this initiative. This will include overseeing WWF's work in the following areas: forest governance, delivery of the timber trade strategy, terrestrial protected areas and community based natural resource management ; climate adaptation, integrated spatial planning and REDD+.

I. Major Functions:

- The Head of Terrestrial will work in close consultation with key NI staff to catalyse activities throughout the region and the Network which will lead to the achievement of the CEA-NI goals set out in the Conservation Plan;
- Supervises the delivery of the key NI terrestrial strategies: 1) brokering responsible trade of indigenous hardwood species; 2) mainstreaming climate adaptation across the CEA region; 3) securing high conservation value areas through a network of terrestrial protected areas; 4) integrated spatial planning. This will require a close working relationship with other regional terrestrial programmes (both WWF and external programmes), WWF Country Offices, Intergovernmental and Non-Governmental Organizations;

- Provides technical support to on-site conservation work in WWF Country offices, ensuring alignment with the CEA-NI Conservation Plan and coordination with the NI's regional terrestrial policy programme. This will require coordination of partners at both regional and national level including specific task forces, regional bodies and frameworks that will support the delivery of CEA-NI terrestrial objectives.
- The Head of Terrestrial will drive national, regional and international policy formulation on forest governance, timber trade, climate change and climate adaptation, delivering results through lobbying and negotiation.

II. Major Duties and Responsibilities:

- Support the NI Leader in the delivery of the CEA-NI Strategic Plan;
- Lead on the regional terrestrial policy programme related to sustainable forest management; responsible timber trade; protected areas; climate adaptation; integrated land use planning; forest certification; REDD; governance of trans-boundary terrestrial resources; Community-based natural resource management;
- Participate in a multidisciplinary team across the WWF Network to ensure delivery of the CEA-NI;
- Identify, cultivate and maintain strategic partnerships in the region to support the CEA-NI terrestrial work;
- Represent, where appropriate, the CEA-NI to governments, national and international forums, professional forestry-related associations/commissions in the region and other partners / stakeholders, such as the UNEP/Nairobi Convention, African Union, East African Community, World Bank, FAO and NEPAD;
- Work closely with the WWF policy staff in the region and the network to enhance bi-lateral and development assistance agreements to contribute to the goals and objectives of the CEA-NI;
- Ensure integration between the CEA-NI terrestrial programme and the conservation programmes of the 3 WWF Country Offices (in Kenya, Tanzania and Mozambique);
- Ensure integration between the CEA-NI terrestrial programme and other WWF Network Initiatives and major programmes, in particular WWF Global Forest Trade Network; Market Transformation Network Initiative, Forest-based Carbon Network Initiative; Global Deal Network Initiative; Green Heart of Africa Network Initiative;
- Ensure cross-Network learning between CEA-NI and other related or similar WWF initiatives,
- Develop and provide strategic and technical guidance to key staff to enable them to engage in CEA-NI terrestrial priorities;
- Help build capacity on forestry issues, High Conservation Value Areas and climate adaptation, within WWF and with partners
- Develop new, and support existing relationships with institutional donors for fund-raising and lobbying;
- Develop strategic alliances with forestry related business and industry;
- Prepare required forest policy, technical and briefing papers for the NI and the WWF Network;
- Work closely with the NI Monitoring Coordinator, Academic and Research Institutions and other regional forestry/terrestrial programmes (GEF, WCS, IUCN, UNEP, UNDP etc) to support the effective implementation of the NI Monitoring plan
- Work closely with the NI Communications personnel and other WWF communicators on outreach activities to support the CEA-NI objectives;
- Help develop NI fundraising proposals for donors in coordination with relevant WWF colleagues;
- Ensure the preparation and timely submission to the donors of annual work plans and budgets as well as technical and financial reports according to agreed WWF Network standards.
- Publish regularly the scientific results of work done in relation to forest management of resources as well as terrestrial ecosystems;
- Supervise the production of information on CEA-NI activities and conservation issues to the WWF Network, the general public, scientific community, the press or media and donors;
- Perform other duties as assigned.

III. Profile:

Required Qualifications and Experience

- MSc degree or higher in the field of forestry or relevant environmental sciences;
- Technical proficiency in the field of forestry, natural resource management, international project management or international development;
- At least 5 years professional experience in Eastern Africa working in a senior management position on major conservation programme, planning, development and implementation.
- Proven experience on engaging with actors at a high level - corporate and government;
- Strong understanding of sustainable forest management, responsible timber trade, Protected Areas, integrated land use planning, climate change adaptation.

Required Skills and Competencies

- Good technical and organizational skills essential
- Proven experience in co-ordinating a large programme, with strong project management skills at the international level and leadership skills
- Ability to open doors and build relationships of confidence with senior contacts in government, business, civil society and the donor community
- Experience in writing proposals and fundraising;
- Excellent negotiation, diplomacy and lobbying skills;
- Ability to work in multi-cultural settings
- Ability to work effectively in a virtual team located in multiple locations;
- Willingness to travel extensively including to extremely remote locations
- Excellent oral and written communication and presentation skills in English; Kiswahili and Portuguese an advantage;

Behavioural competencies

- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.
- Demonstrates potential in the following critical competencies:
 - **Establishing strategic direction**
 - Establishing and committing to a long-range course of action to accomplish a long-range goal or vision after analysing factual information and assumptions; taking into consideration resources, constraints and organisational values
 - **Change Leadership**
 - Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organisational problems and opportunities
 - **Selling the Vision**
 - Passionately selling an organisational strategy; creating a clear view of the future state by helping others understand and feel how things will be different when the future vision is achieved
 - **Drive for Results**
 - Setting high goals for personal and group accomplishment; using measurement methods to monitor progress towards goal attainment; tenaciously working to meet or exceed those goals while deriving satisfaction from the process of goal achievement and continuous improvement
 - **Managing Global Teams**
 - Facilitating team-building process in a socially and culturally diverse environment by promoting openness, flexibility, respect in order to effectively enable each team member to be perform
 - **Decision-making**
 - Identifying and understanding issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences

IV. Working Relationships:

Internal

Reports directly to the Coastal East Africa NI Leader and works closely with the Head of Marine Programme and Head of Governance Strategy, other senior NI staff; other WWF teams that have a bearing on Coastal East Africa, Country Office staff implementing the NI in the region, administrative staff in the host office and key staff in other relevant WWF offices.

External

Works closely with key actors (governmental, private sector representatives, national and regional forums, civil society bodies) mainly in Kenya, Tanzania and Mozambique, but potentially anywhere in the World as well as implementing and donor partners (bilateral and multilateral) in the region.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by the Leader, CEA-NI: _____

Date: _____

Approved by Shareholder Group: _____

Date: _____

Accepted by Staff member: _____

Date: _____