



<b>Job Description</b>	
<b>Job Title:</b>	Conservation Programme Officer
<b>Department/Unit:</b>	Conservation Investment
<b>Supervisor:</b>	Conservation Investment Manager
<b>Salary Scale Level:</b>	3
<b>Last updated:</b>	December 2017
<b>Location:</b>	Belmopan, Cayo

<b>Job Purpose</b>
<p>The Conservation Programme Officer is primarily responsible for the promotion, development and management of PACT’s portfolio of PACT-funded and external third party funded projects as assigned. The incumbent is responsible for liaising with potential and existing grantee organizations, the initial technical reviews of proposals, Expressions of Interest (EOIs) and concept papers, providing technical recommendations for project design improvements, undertaking regular project monitoring to ensure project implementation success and executing and coordinating internal and external project evaluations.</p>

<b>General Job Responsibilities and Indicative Level of Effort</b>
<ul style="list-style-type: none"> <li>• <b>Programme Promotional Communication and Initial Project Proponent Liaising (15%)</b></li> <li>• <b>Technical Review and Evaluation of Project Proposals and Concepts (20%)</b></li> <li>• <b>Undertake Ongoing Project Oversight and Monitoring Activities (50%)</b></li> <li>• <b>Reporting on Project Results (15%)</b></li> </ul> <p><b>Specific Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and execution of the Conservation Investment Programme, in collaboration with the Conservation Investment Manager (CIM) including the revision and development of PACT’s grant policies and procedures;</li> <li>• Liaise with potential grantees of PACT’s Investment Programme on eligibility and guidelines;</li> <li>• Work with the CIM to identify potential projects and viable proponents for PACT funding;</li> <li>• Design, coordinate and execute timely proposal application processes for the Programme;</li> </ul>

- Assist the CIM in initially reviewing and appraising project concept papers and proposals, including environmental and social screening, and developing technical recommendations where applicable;
- Participate in the decision mechanism to make final determination on eligibility of all projects;
- Work in collaboration with the CIM primarily on technically improving project proposal and project design documents;
- Notify both successful and unsuccessful proponents, on a timely basis, based on decisions made by the Board of Directors (BOD);
- Assist in the preparation of grant agreements for approved projects in collaboration with the CIM;
- Review progress reports and conducts regular project site visits individually and with other relevant staff members to assess project progress and to ensure effectiveness of investments;
- Ensure that grantees comply with grant agreements, environmental, social, & gender policies and prescribed formats and procedures of all grant policies;
- Coordinate reprogramming activities, undertakes budget revisions and manages funding reallocation requests from grantees;
- Assist MO with performance measurement activities including preparing monitoring information and data sets for use in internal evaluations and internal reporting on the progress of grant projects;
- Assist the MO with data collection and input into the Conservation Investment information management system;
- Ensure the accuracy and proper management of Conservation Investment records.
- Report regularly to the CIM and provides periodic reports to the CIM on the progress of approved grant projects;
- Assist in the coordination and management of external project evaluations in collaboration with the CIM;
- Organize investment awards ceremonies along with the CIM and
- Assist in community outreach programs to share PACT's vision, mission and objectives.
- Cover for other CPO during long absences.

## Competency Requirements

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skills and/or abilities required.

### Education

- Bachelor's Degree in Natural Resources Management or Biological Sciences

**Work Experience**

- 5 or more years of related work experience in conservation or natural resources management project management

**Knowledge**

- Strong knowledge of conservation and/or natural resources issues;
- Strong knowledge of protected areas policy and management regimes and
- Strong knowledge of project design and management principles and practices.

**Skills**

- Ability to foresee risks and allows for contingencies when planning;
- Excellent interpersonal, written and verbal communication skills;
- Excellent personal management and time management skills
- Works collaboratively with colleagues to achieve organizational goals.

**Behaviours**

- Highly adaptive to emergent work challenges;
- Strong results orientation;
- Highly self-motivated
- Strong sense of personal initiative;
- Highly values a team orientation to work;
- Inclusive work approach;
- Has a service focus to undertaking tasks and
- Strong sense of accountability.

**Working Environment**

The Conservation Programme Officer will have his/her own office space and will be equipped with standard office equipment. The position is required to work a standard work week (40 hours); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to PACT. There are times when the incumbent would be required to travel to various project sites.