

The Nature Conservancy

JOB DESCRIPTION

TITLE: Zambezi Basin Program Manager
POSITION FAMILY: Conservation
JOB NUMBER: 250006

FLSA STATUS: Exempt, regular
SUPERVISOR: Conservation Director, Africa Program
LOCATION: Lusaka, Zambia
DATE: June 4, 2010

ESSENTIAL FUNCTIONS:

The Zambezi Basin Program Manager is responsible for implementation of a comprehensive program to address critical threats to the natural systems of the Zambezi River Basin through science-based approaches and policy reforms. The program is one of the Nature Conservancy's key projects within its Africa Region. The position works closely with the Africa Region staff, other divisions of The Nature Conservancy (TNC), government agencies, regional institutions, NGOs, multilateral and bilateral agencies, land and water managers, communities and the private sector to develop, coordinate and implement conservation strategies, including: development and application of ecologically sustainable water management; provision of technical tools and training for enhancing the effectiveness of protected areas; and enhancing international, regional, national and local policies for integrated water management, energy development, wildlife management, and protected area designation and management. The Zambezi Basin Program Manager represents TNC in relationships and negotiations with government agencies, regional institutions, multilateral and bilateral agencies, non-governmental organizations, the private sector, communities, and multi-stakeholder working groups in the Zambezi River Basin.

To advance environmental flows in the Zambezi River Basin, the Zambezi Basin Program Manager will collaborate closely other partners on the Joint Zambezi River Basin Environmental Flows Programme (ZRB EF). The position leads in the development and implementation of relevant TNC operating plans and budgets, manages contracts with partners, and helps secure public and private funds for the ZRB EF. The Program Manager provides water management analysis and guidance on Zambia and other Zambezi Basin countries to TNC and partner personnel.

The Zambezi Basin Program Manager will use a thorough understanding of the institutional and policy frameworks of protected area management in the region to develop a comprehensive protected area strategy for key geographies, paying particular attention to the setup of public private partnerships for management. The protected areas strategy will initially be focused in Zambia. The Zambezi Basin Program Manager will also ensure that investments made in protected areas complement those made in support of the ZRB EF.

Essential functions include:

- Serve as the lead representative for TNC on environmental flows issues in the Zambezi River Basin, with a particular focus on Zambia, Mozambique and Zimbabwe.
- Establish key partnerships with international, regional, national and local governmental, multilateral, bilateral, and non-governmental organizations that can help advance TNC's conservation agenda for the Zambezi River Basin. Raise awareness of TNC's mission, goals and capacity among key government, multilateral, bilateral, and NGO officials.
- Represent TNC in the negotiation and setup of co-management agreements and public private partnerships for protected area management.
- Lead and coordinate the development and implementation of practical, innovative strategies by TNC and its partners to conserve priority places, species, and ecosystem services.

- Lead and coordinate implementation of conservation strategies and practices in the field by TNC and partner personnel.
- Help the Africa Program raise private and public funds for the program by helping write and edit grant proposals and participating in donor visits.
- Coordinate with TNC staff and others in maintaining relationships with organizations in Africa (e.g., AMCOW, SADC) and Washington D.C. (e.g., World Bank, NGOs, institutes, associations, U.S. State Department, MCC).
- Develop policy statements and documents for conferences and coordinate TNC participation in priority conferences (e.g., World Water Forum, TNC-U.S. Army Corps of Engineers Partnership Conference).

The Zambezi Basin Program Manager works closely with staff of the Africa Program, as well as TNC's Global Freshwater Program, Conservation Lands Program, and International Government Relations team. The position will not initially supervise staff, but may manage fellows, volunteers, contractors or interns as the project matures. In due time, the Program Manager will oversee support staff (recruited as needed) to provide logistical and communications support to TNC and partner personnel.

BASIC QUALIFICATIONS:

- BA/BS degree and 7 years experience in conservation practice or equivalent combination of education and experience.
- Experience managing complex or multiple projects, including coordinating the work of other professionals and partners.
- Experience in partnership development (partners, community, government, etc.).

REQUIRED KNOWLEDGE AND SKILLS:

- Bachelor's degree in water resources management, natural resources management, natural resources policy or a related field and 7 years of work experience in natural resources conservation and/or government relations.
- Experience with, or understanding of, water policy development and implementation in one or more Zambezi River Basin countries.
- Experience in protected area management, in particular with regards to the setup and implementation of co-management agreements and public private partnerships for management of these areas.
- Knowledge of the institutional and policy frameworks of protected area management in southern Africa.
- Experience working with a diverse set of stakeholders (e.g., government, private sector, NGOs, academic community); experience coordinating complex inter-disciplinary, cross-sectoral and international multi-stakeholder processes of institutional development at multiple levels (e.g. local, national, multi-national).
- Experience in partnership development (partners, community, government, etc) including extensive networking with high-level government and NGO contacts; political savvy. Knowledge of operations of multilateral and bilateral institutions.
- Proven project management skills (preferably international project management), including the ability to develop long-term goals, set clear and measurable objectives, establish and meet deadlines, and work within teams to complete deliverables on time and within budget.
- Ability to work smoothly and simultaneously as a team member with people at various organizational levels and to work with partners to build positive relationships and build the recognition of TNC across the region.
- Knowledge of current trends in conservation, integrated water resources management, protected areas management, and community-based conservation.
- Demonstrated leadership qualities and able to work effectively with and through others in a decentralized and geographically dispersed organization. Demonstrated flexibility to changing situations and priorities.
- Excellent English written and oral communications skills, with the ability to speak and write clearly and concisely to a broad range of audiences, including the general public, elected officials, public agency professionals, conservationists, scientists and attorneys.
- Familiarity with standard office software for e-mail, word processing, spreadsheets, databases, and presentations.
- Proven ability to build organizational capacity through fund-raising, partnership development, hiring and supervision.

- Ability and willingness to travel frequently within Zambia and southern Africa, and to the US and Europe as needed.

COMPLEXITY/PROBLEM SOLVING:

- Negotiates complex agreements, sometimes in political environments
- Develops and implements creative ideas to improve overall performance in conservation strategies
- Formulates, evaluates, and decides broad organizational policies and long-term programs
- Resolves complex issues involving multiple program areas independently
- Anticipates, diagnoses, and resolves complex problems and identifies creative solutions
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
- Manages and prioritizes tasks from multiple sources
- Designs, implements, and directs complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals, inside and outside the organization. Incorporates cross-disciplinary knowledge to support program objectives

DISCRETION/LATITUDE/DECISION-MAKING:

- Ensures program accountability and legal compliance
- Consults peers to review own work
- Assesses decisions' potential impact on colleagues' work, public image, scientific credibility, and financial and legal standings
- Makes decisions based on incomplete or ambiguous information and accepts associated risks
- Makes independent strategic decisions frequently based on analysis, experience, and judgment

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- Supervises staff at remote locations
- Establishes and maintains optimal performance standards within budget
- Develops and administers budgets and ensures sound financial performance
- Writes requests for proposal (RFPs) for grant/contract funding for program
- Judges talent, assesses staff's strengths and weaknesses, creates strong morale and team spirit, and motivates individuals and teams toward desirable results
- Recruits, retains and manages high quality and effective staff
- Supervises work inside and outside organization
- Sets financial goals, evaluates return on investment, and develops corrective strategies to improve future results
- May need to gain cooperation from outside parties to accomplish program goals
- May negotiate and contract with vendors
- Develops long-term strategies and achieves strategic goals and objectives
- Communicates strategic project goals and objectives
- Using common software applications (e.g.; Word, Excel, Web browsers)

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- May need to gain cooperation from outside parties to accomplish program goals
- Negotiates complex agreements
- Works effectively under pressure
- Diffuses tension among colleagues comfortably
- Builds cooperative relationships and collaborates with diverse groups, including land owners, conservation partners, government officials, donors, board members, and the general public, to recruit support for TNC and publicize TNC efforts
- Commands attention, changes tactics midstream as necessary, and manages group processes during presentations or discussions

- May speak with and in front of varied audiences on scientific topics and the TNC's mission
- Collaborates with a wide range of people
- Produces results in a team environment
- May develop and present proposals to achieve program goals

WORKING CONDITIONS/PHYSICAL EFFORT:

The Zambezi Basin Program Manager may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions may:

- require occasional physical exertion and/or muscular strain
- present occasional possibility of injury
- require long hours in isolated settings

This position may also:

- require frequent travel domestically and/or internationally
- require evening and weekend hours

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