



## VACANCY ANNOUNCEMENT

### LATIN AMERICA PROGRAMME DEVELOPMENT OFFICER WETLANDS AND LIVELIHOODS PROGRAMME

**Wetlands International** is an independent global non-profit organisation dedicated solely to the wise use and conservation of wetlands, as a contribution to sustainable development. Well-established networks of experts and close partnerships with key organisations provide Wetlands International with the essential tools for catalysing our sustainable development activities worldwide. Since the Millennium declaration, in which poverty-environment issues are clearly recognised, Wetlands International, has incorporated into its activities the development, implementation and demonstration of innovative approaches and mechanisms for dealing with poverty-environment issues in wetland management and conservation. This includes a focus on the values of wetlands for environmental and food security, and their potential for poverty reduction.

Wetlands International has a core staff of around 200 people in 16 offices worldwide and cooperates with an active worldwide network of wetland specialists to promote wise use and conservation of wetlands. Our networks include national government and NGO representatives from around 60 countries, scientists from all over the world, wetland managers, specialist groups and a wide range of international and local partner organisations.

Wetlands International is governed by a global Supervisory Council, which is overseen by an international Association of Members of over 150 individuals. The Association is composed of representatives of the national governments and non-governmental organisations.

Wetlands International has a history of working in the Latin American and Caribbean region but in the last years its efforts have focused largely in South America, through a small office in Buenos Aires. Following the re-setting of our strategy in 2005, the organisation sees the need and opportunity to expand its presence and impact in Latin America and the Caribbean, particularly in the context of our growing Wetlands and Livelihoods Programme. Through the development of an additional office more central in the region and a dedicated Project Development Officer, Wetlands International intends to strengthen our networks and partnerships and contribute to the work carried out by governments and NGOs in the region.

#### **Working relationships**

##### **INSIDE Wetlands International**

- Chief Executive Officer
- Business Development Officer
- Wetlands and Livelihoods Programme Manager
- Wetlands International Office in Argentina
- Wetlands and Livelihoods Programme staff
- Latin America focal point
- Inter-office team for Wetlands and Livelihoods
- Finance team

##### **OUTSIDE Wetlands International**

NGO partner organisations (international and in-country), governments and companies.

## OVERALL PURPOSE OF JOB

### General Information:

Title of posting: Latin America Programme Development Officer

Sector: Wetlands and Livelihoods

Location: Panama City, Panama

Nature of assignment: Full time

Line manager: Chief Executive Officer

Technical supervision by: Wetlands and Livelihoods Programme Manager and Business Development Officer.

Gross salary depending on qualifications: US\$25,000-35,000 per year

Benefits: health insurance, international travel insurances and relocation costs.

### JOB DESCRIPTION

Wetlands International has been developing over the last years a global programme on Wetlands and Livelihoods. This programme currently includes several projects financed by the Dutch government (including the Wetlands and Poverty Reduction Project (WPRP) and the Central Kalimantan Peatlands Project (CKPP)) as well as other donors (e.g. Green Coast Project funded by Oxfam). The WPRP presents an exciting and significant opportunity for Wetlands International to promote the role of wetlands in sustainable development through a partnership approach with the development sector, through local, national and regional initiatives and projects. The WPRP included funding for developments in this field in Latin America, particularly in relation to influencing relevant policy processes, and offers also opportunities for development of partnerships and demonstration projects.

The Latin America Programme Development Officer will be responsible for coordinating and leading project development, partnership development and fundraising in Latin America for activities and projects under the Wetlands and Livelihoods Programme, in line with the objectives and targets established in Wetlands International's Strategic Intent 2005-2014. These developments will be achieved through the establishment of a second office of Wetlands International in Latin America based in Panama City, starting with a moderate project portfolio in the field of Wetlands and Livelihoods but expanding later to encompass the full range of strategic goals of Wetlands International.

The job will require the development and coordination of partnerships, project development and fundraising, coordination of project implementation, and liaison with relevant donors, government agencies, NGO partner agencies and consultants.

### Reporting to the Chief Executive Officer, your main duties will include:

1. Responsibility for liaison with governmental representatives, partner agencies and networks of Wetlands International in Latin America.
2. Coordination of implementation of the Wetlands and Livelihoods Programme in the region, through a number of strategic partnerships.
3. Development of project proposals, marketing and fundraising, particularly related to the objectives and targets of the Wetlands and Livelihoods Programme.
4. Development and promotion of new networks and partnerships, linked to the above.
5. Regular and timely reporting (internal and external) on ensuing project and activities, as well as the management, accounting and audits of related budgets as appropriate.
6. Contribution to the strategic planning of Wetlands International in relation to the global Wetlands and Livelihoods Programme and the Latin America and the Caribbean strategy.

## **PROFILE**

**The successful candidate will be an accomplished project developer with experience in the policies and practice of natural resource management and/or sustainable rural development in Latin American. S/he will have proven success with project and resource development, an open and creative mind and excellent inter-personal and communication skills.**

### **The following skills, qualifications and experience are essential:**

1. An advanced university degree in Environmental Management, Natural Resources Management or Rural Development or in a similarly relevant subject area.
2. At least five years of experience gained primarily in the Latin America region on conservation or rural development projects, with proven track record in project design, fundraising and implementation.
3. Relevant experience in natural resources management and/or policy advocacy in Latin America.
4. Excellent communication skills, including command of Spanish and English, both written and spoken.
5. Competency in financial management of budgets and monthly accounts.
6. Competency in use of key computer programmes, databases and office systems.
7. A highly motivated and organized individual, comfortable with working under minimum supervision and as part of an international team. An ability to cope with work-related pressure, whilst remaining deadline and focus oriented, and good humoured.
8. Willingness to engage in significant international travel.
9. Willingness to travel to remote or difficult areas.

### **The following skills and experience will be an advantage:**

- a) Experience in working in the NGO sector or in the aid or cooperation development sector.
- b) Experience in working in a multi-cultural environment.
- c) Knowledge of other languages, such as Portuguese, French or Dutch.

## **APPLICATIONS**

Those interested in applying should send their detailed *curriculum vitae*, a cover letter addressing the profile and selection criteria (based on the skills, qualifications and experience points listed above), and the contact details of two referees, who can vouch for professional and personal qualifications.

### **Deadline**

15 May 2008

Further enquiries and applications should be sent in English by e-mail only to:

Maria Eugenia Stolk  
Technical Officer  
Wetlands and Poverty Reduction Project  
Wetlands International  
PO Box 471  
6700 AL Wageningen  
The Netherlands  
Tel: +31-317-486783  
Fax: +31-317-486770  
Email: [maria.stolk@wetlands.org](mailto:maria.stolk@wetlands.org)