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Job Description

Position : Advocacy and Capacity Building Officer

Reports to : Champion District Project Manager

Grade : A3

Location : Kasese District

Role Definition:

To implement, monitor and evaluate advocacy and capacity building interventions in environmental conservation, energy and climate issues with national and local stakeholders in the Albertine Rift in line with the WWF standards and guidelines

I. Responsibilities:

- Provide technical support and coordinate capacity building of partners implementing energy and climate change related activities in the Albertine Rift in line with WWF guidelines.
- Prepare, implement and monitor the implementation of sub-grants awarded to civil society and other partners for capacity strengthening in line with the WWF guidelines.
- Develop periodic operational work plans and budgets for advocacy and capacity building interventions in line with the WWF UCO program guidelines.
- Prepare training courses and coordinate awareness meetings, sensitization workshops for civil society and other stakeholders within the Albertine Rift in line with WWF guidelines.
- Provide technical support to WWF partners in engaging in advocacy and lobbying at local and national levels in line with WWF guidelines.
- Monitor the trends/progress in institutional capacity, technical capacity and level of engagement of civil society in policy dialogue and periodically advise management in line with WWF guidelines.
- Monitor and implement effective communication platforms with district local governments, Civil Society Organizations (CSOs) and other relevant partners and coordinate feedback mechanisms within the energy program in line with the WWF guidelines.
- Implement advocacy and capacity building interventions for the energy and climate programme in line with the WWF UCO program guidelines
- Prepare and submit monthly project reports to key stakeholders in line with WWF guidelines.

II. Required Qualifications

- A Bachelor's (honors) degree in Energy and Climate studies, Development Studies, Social Sciences, Communication, Environmental and Natural Resource Management.
- At least 3 years professional experience in capacity development, advocacy and lobbying related activities.
- Experience in clean and renewable energy is an added advantage.

III. Required Skills and Competences

- Extensive theoretical background and practical experience in organization development, civil society engagement, communication, lobbying and advocacy.
- Ability to coordinate major capacity building needs assessment, planning, development and implementation of capacity building initiatives;
- Ability to maintain effective working relations both as a team member and team leader;
- Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment;
- Capacity of assuming a leading role, often in situations under pressure, in defining and implementing projects with teams of individuals of different culture and background.
- Oral and written communication skills.
- Fluency in English and at least one other widely spoken language in the Albertine Rift (Swahili, Luo and/or Runyakitara).

IV. Working Relationships

Internal: Interacts and works closely with the WWF UCO Energy and Climate project staff and core office administrative staff.

External: Interacts as required with governmental institutions, Civil Society Organisations, and other stakeholders, in collaboration with the Programme Managers.

I.....agree/do not agree with the above job description
and do agree/do not agree to carry out the tasks specified.

Prepared by **Date:**
Human Resource Officer

Reviewed by **Date:**
Champion District Manager

Accepted by: **Date:**
Staff member