



**Make a difference to today's world.
Join WWF.**

WWF Ukraine is seeking to recruit an ambitious, professional

Conservation Coordinator
(full-time, based in Kiev)

WWF Ukraine's Conservation Coordinator is in charge of the preparation of WWF Ukraine's conservation strategy in the framework of WWF DCPO's regional conservation strategy and the respective workplans, and supervises their implementation. He/she leads the key conservation experts of the team, liaises with colleagues and counterparts from the region and the network or the conservation work in the country.

Your responsibilities will include:

- ✓ To lead the preparation of WWF Ukraine's conservation strategy in the framework of the regional conservation strategy of WWF DCPO, including analysis of the context and the conditions, and to organize the necessary processes in this regard.
- ✓ To lead the preparation of WWF Ukraine's annual conservation workplan and the necessary related processes.
- ✓ To lead or support, as agreed with line manager, fundraising efforts in close cooperation with Country Coordinator.
- ✓ To monitor the implementation of WWF Ukraine's conservation strategy and workplan, to prepare regular management reports and analyses related to this implementation, and to propose adaptive management measures.
- ✓ To manage key conservation experts according to the organization's organogram; to contribute to the development of staff in through e.g. annual appraisals (AIMs), and promoting relevant WWF-DCP standards and procedures, to play the role of coach and mentor for colleagues.
- ✓ To lead Conservation Management Team (CMT).
- ✓ To foster innovation and a standard of excellence and ensures the work processes are well resourced and completed in time.
- ✓ To provide input or take the lead in developing position papers/strategic documents on specific issues of conservation interest for WWF-DCPO and/or WWF UA.
- ✓ To act as a speaker and representative on conservation issues on international and national affairs.
- ✓ To provide expert input to communication activities and outputs – e.g. campaigns, press releases, other materials.
- ✓ Is member of the Strategic Management Team (SMT).
- ✓ To manage relations with strategic external experts and partner organizations.



We expect from you

- ✓ **Adheres to the WWF mission** and LIVES the WWF-DCP Values: People Empowerment, Trust, Impact Driven, Responsibility, Standard of Excellence.
- ✓ **Knowledge:** Advanced technical qualifications or university degree with over 8 years professional experience in the field of conservation/environmental management. The WWF-DCP Ukraine Conservation Coordinator should have a good knowledge of programme management, financial planning and budgeting, project fundraising and human resource management and have a sound understanding of biodiversity conservation and sustainable development issues in Ukraine as well as of possible solutions.
- ✓ **Experience:** Proven experience in managing at least a small team and preferably an office. Proven experience in budgeting and operational administration, as well as change management processes, project management, and working in an international context.
- ✓ **Skills and Abilities:** Proven ability to manage interdisciplinary professional staff. Decision-making skills with a strong business acumen and drive for results. Diplomatic and cultural skills to work with a broad array of individuals from a variety of backgrounds. Excellent oral and written communications skills in both English and Ukrainian. Proven ability to fundraise and manage funds and projects.

If you adhere to the WWF mission, as well LIVES the WWF Values: People Empowerment, Trust, Impact Driven, Responsibility, Standard of Excellence
Join our TEAM!

We offer

- ✓ Contributing to challenging activities in one of Europe's most exciting eco-regions
- ✓ Friendly and highly professional working atmosphere in an international context
- ✓ Varying tasks and independent work style
- ✓ Continuous professional development opportunities
- ✓ Salary according to NGO standards

If you are interested in joining the global WWF family, email your CV and motivation letter to **Olena Tarasova-Krasiieva** atarasova@wwfdcp.org. Application deadline: **30th of April, 2018**. Please note that due to the high amount of applications we will only contact short-listed candidates.