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JOB DESCRIPTION

Position	Coordinator - Forest and Biodiversity Program
Reports to:	Conservation Program Manager
Supervises:	Manager (Sustainable Forest Management); Manager (Biodiversity Conservation); Manager SFRMNP; and Program Officers.
Grade:	B1
Location:	Kampala with occasional field visits upcountry

Department Mission: To ensure the development and implementation of the WWF Uganda Conservation Strategy to the highest standards.

Job Summary: To provide overall coordination, technical and strategic guidance, and supervision of the WWF UCO Forests and Biodiversity programme and ensure a diverse and well-articulated portfolio of interventions jointly implemented by WWF UCO and its partners.

Major Functions:

The Coordinator is responsible for overall coordination, technical guidance, and supervision of the Forest and Biodiversity Program (FBP). The Coordinator will work with the FBP team and WWF UCO operational teams to monitor implementation progress and adaptively manage program activities and resource allocation in keeping with FBP goals and targets. The Coordinator will be responsible for strategic development and diversification of the Forest and Biodiversity program into a coherent and well-articulated portfolio of interventions jointly implemented by WWF UCO and its partners. The Coordinator will be responsible for provision of technical advice to WWF UCO Senior Management Team (SMT) on all FBP related matters.

Major Duties and Responsibilities

- Provide strategic guidance and technical oversight for the systematic growth and diversification of the Forest and Biodiversity program in line with the WWF-UCO strategic plan.
- Build and maintain a competent and motivated FBP team and ensure systematic improvement in staff performance and morale through targeted mentorship, coaching, technical backstopping, provision of constructive feedback, and formal training and capacity development in line with the WWF UCO Human Resources Guidelines.
- Identify and build strategic alliances and partnerships with Civil Society Organizations and networks, private sector, and government and non-government agencies to lobby and advocate for improved governance of forest and wildlife resources in Uganda. This will involve routine participation in review processes for relevant policies and legislation and submission of appropriate policy recommendations for improved forest and wildlife governance.
- Coordinate the development and implementation of a comprehensive monitoring, evaluation, and reporting plan for the Forest and Diversity program to ensure effective monitoring of program

performance against set indicators and targets, timely progress reporting, and periodic evaluation of program impacts.

- Coordinate resource mobilization efforts for the FBP through proactive identification of potential funding opportunities and periodic development of funding proposals and concepts in collaboration with other WWF UCO teams and partners.
- Coordinate planning and implementation of targeted scientific studies and surveys to generate new information and innovative ideas to address specific issues of interest to the FBP and its partners and emerging Forest and Biodiversity challenges in Uganda in general.
- Lead UCO's effective participation and contribution to regional and international Forest and Biodiversity processes to share/leverage lessons and broaden partnerships for sustainable forest management and biodiversity conservation in Uganda.
- Coordinate documentation and sharing of lessons learned from WWF UCO's implementation of sustainable forest management and biodiversity conservation activities in Uganda. Manage the flow of information and communications on forest and biodiversity issues within WWF UCO and with external partners and the public including dissemination of technical reports, communications materials, branding, and success stories.
- Build strong and collaborative relationships within the FBP team and with other WWF UCO program and operational teams.
- Provide oversight, direction, and ensure coordination of the FBP team to prepare and implement comprehensive annual and quarterly work plans and budgets to deliver high impact results. Ensure that all activities are implemented in an efficient and timely manner.
- Monitor and assess program activity implementation progress, identify constraints, issues, and challenges, and work collaboratively with the FBP team, WWF operations team and SMT to devise appropriate solutions and interventions.
- Promote FBP team cohesion through regular program planning and management meetings to assure sound integration and achieve cross-learning across different program work streams.
- Identify key programmatic and management issues related to the Forest and Biodiversity Program, engage with the WWF UCO SMT, and develop sound management responses and positions.

Profile

Required Qualifications and Experience

- At least a Masters' Degree in Forestry Management; Wildlife Management; Biodiversity Conservation and Ecosystem Management; Environment and Natural Resource Management; and related fields. A Ph. D in any of the above fields would be an added advantage.
- At least 15 years professional experience in Environment and Natural Resources management, preferably in Sustainable Forest Management and Biodiversity Conservation related work in Uganda;
- A minimum of 10 years management experience in Forest and Biodiversity Conservation related Programs/Projects.
- Past experience in engagement with Civil Society Organizations and Networks, Private Sector, and Government Agencies on advocacy work on improved natural resources management;
- Past experience in development and implementation of Strategic Plans and preparation of successful funding proposals.

Required Skills and Competences

- Strategic and visionary as well as capable of achieving outstanding results while working with others;

- Experienced with demonstratable technical knowledge and skills in delivering excellent results on sustainable forest management and biodiversity conservation;
- Highly developed conceptual, analytical and innovative problem-solving ability and excellent oral and written communication;
- Experience in organization development, civil society engagement, communication, lobbying and advocacy;
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment;
- Must be detail-oriented and have the ability to multi-task under limited supervision;
- Fluency in English (reading, writing, and speaking) is a must.
- Computer literacy including proficiency in Microsoft Word, Excel, PowerPoint, and electronic communications (i.e. E-mail, Internet, etc.).

Working Relationships

Internal: Interacts and closely works with all staff of the Forest and Biodiversity Program and other WWF UCO program and operations teams. Interacts on a regular basis with the Conservation Program Manager.

External: Interacts with all relevant stakeholders including partner CSOs, District Local Governments, Central Government Departments, and Private Sector at all levels.