JOB DESCRIPTION

Position title: Programme Coordinator, Southern Kenya-Northern Tanzania Transboundary Corridor (SOKNOT)

Reports to: Country Director based on Location

Supervises: N/A

Location: Dar es Salaam/Arusha/Nairobi

Grade: TBD

I. The Role

Introduction / background
The post holder will provide leadership, strategic direction, and effective coordination and management of the development and implementation of the Southern Kenya-Northern Tanzania (SOKNOT) Transboundary Corridors Programme, in line with the (draft) Programme Concept and relevant National and Regional Strategic Plans. The broad vision for this programme is securing a transboundary corridor for wildlife which runs from the Mau-Mara-Serengeti landscape through to the Tsavo-Mkomazi landscape and comprises a connected network of protected areas (including core wildlife dispersal areas and functional wildlife corridors) underpinned by the sustainable livelihoods and well-being of the communities living there. This position is responsible for overall programme development, coordination, management, monitoring, performance, reporting and administration of WWF’s activities under the SOKNOT programme.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Responsible for coordinating the overall final design and development of the SOKNOT programme, working with WWF colleagues and a number of external experts and partners, which will include prioritization of wildlife corridor areas within the landscape, a multi-stakeholder engagement process, the review and collection of essential baseline data, and the co-creation of appropriate strategies.
- Ensure effective coordination in the development and delivery of the SOKNOT programme through a wide variety of partners, which includes landscape level activities, to deliver the programme’s objectives with technical support from the respective WWF Country Offices and other technical experts;
- Provide leadership to implement field-based conservation actions in the landscape, focused on strengthening the management of Protected Areas and the connecting wildlife migratory corridors and dispersal areas while increasing livelihood opportunities in community areas within this landscape;
- Oversee and guide the implementation of the thematic activities such as habitat and species connectivity, participatory land-use and governance planning, nature based enterprises, transboundary collaboration, and human wildlife conflict mitigation;
- Identify and develop excellent working relationships with major landholders and other stakeholder groups (local government, commercial, community, private sector, academics, and other local organizations) in the region;
- Represent WWF at county/district/local government levels and ensure effective
coordination, collaboration and knowledge sharing between stakeholders, partners and donors;

- Manage day-to-day operations of the programme, which includes: effective administration and tracking of project finances, programme monitoring and evaluation, timely donor reporting, and effective coordination and cooperation between project partners;
- Work with WWF-Kenya, WWF-Tanzania and supporting WWF offices / WWF Practices Communications and Knowledge Management staff to ensure both the conservation and social benefits generated by the programme are communicated to the general public and to policy makers as well as the WWF network;
- Work with each respective Country Focal point, Wildlife Programme Managers and Finance Departments to develop work plans and annual budgets;
- Work with Partnership, Business Development and Senior Management Team staff in WWF-Kenya, WWF-Tanzania and supporting WWF offices / WWF Practices to proactively fundraise for the programme through timely and quality responses to funding opportunities that will drive sustainability of the programme;
- Report to the TBD - but will be through WWF’s established performance reporting;
- Undertake such other duties as appropriate and as may be directed by the Line Manager.
- Supervisory responsibilities to be decided, but has overall responsibility for ensuring relevant WWF partners delivery and expenditure is as outlined in agreed programme work plans and budgets, captured in sub-grants.

III. Profile

**Required Knowledge and Skills:**

- A postgraduate qualification (MSc or PhD) in a relevant discipline (e.g. natural sciences, social sciences, conservation biology, landscape ecology, economics, conservation planning or related field).
- At least 10 years working experience in wildlife conservation and socio-economic issues in Africa, with a proven track record in the design and implementation of large-scale programmes, preferably transboundary and within the wider East Africa Region.
- At least 5 years’ experience of working on complex programmes with multiple and diverse implementation partners and stakeholders - including high level political engagement, community livelihood initiatives - with cross-cutting themes and multiple objectives;
- At least 5 years’ experience in programme development and management, including preparing and managing sizeable and complex budgets, technical and financial reporting, matrix working, programme monitoring and evaluation, and ensuring compliance with donor requirements for implementation.

**Required Skills and Competencies**

- Excellent strategic thinking and planning skills;
- Outstanding interpersonal skills including the ability to build coalitions, negotiate, manage conflict with high level diplomacy, solve problems and overcome obstacles;
- Familiar with protocols associated with working in East Africa;
- Excellent written, presentation and communication skills, with excellent fluency in spoken and written English and proficiency in Swahili;
- Visionary and results focused leadership approach with a thorough understanding of programme management disciplines;
- Demonstrated ability to drive multi-stakeholder engagement processes including stakeholder workshops, and to build capacity of multiple stakeholders to engage in landscape planning and management;
• Genuine respect for the skills and perspectives of communities, partner organizations and the private sector;
• Demonstrated ability to engage with technical experts including academics, to understand and fill data gaps, establish new research as necessary, and use scientific knowledge to inform programme design and monitoring;
• Awareness and experience of implementing landscape-level conservation approaches, which support both biodiversity conservation and social development aims;
• Demonstrated ability of effectively working with communities to support natural resource management and improved livelihoods.

Adherence to WWF Global behavioural competencies:
• Strive for Impact «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »
• Listen Deeply «I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »
• Collaborate Openly «I’m a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »
• Innovate Fearlessly «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »
• This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

IV. Working Relationships

Internal: Interacts with other WWF staff on a daily basis, and as required coordinates and interacts with the WWF-Kenya and WWF Tanzania Country Office CEO and Country Director, Conservation Directors and other Programme Leads as well as WWF Regional Office for Africa, WWF-International, supporting WWF offices and other WWF Network staff.

External: Interacts with delivery partners and other stakeholders, which may include local/county/district governments, national government and East African Community staff at different levels, non-governmental organisations, academic institutions, donors, and specialists/consultants.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the SOKNOT Programme Coordinator. Other tasks may be assigned as necessary according to organizational needs.

Prepared by: ___________________________ Date: ___________________________
Approved by: ___________________________ Date: ___________________________
Accepted by: ___________________________ Date: ___________________________