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## JOB DESCRIPTION

**POSITION:** Biodiversity Conservation Manager

**REPORTS TO:** Forest and Biodiversity Program Coordinator

**SUPERVISES:** Program Officers and Support Staff

**LOCATION:** WWF UCO – Kampala Office and/or Kasese Sub-office (*Position requires frequent travels to the field to monitor program activities and meet with stakeholders and partners*)

**SALARY GRADE:** **BI**

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- I. **Mission of the Forest and Biodiversity Program:** To ensure successful implementation and sustained growth of the Forest and Biodiversity Program as per the WWF UCO Strategic Plan.
- II. **Major Functions:** The Biodiversity Manager will support the Forest and Biodiversity Program Coordinator in planning, management, coordination, supervision, and monitoring of biodiversity conservation and management activities to ensure efficient and timely delivery of program goals, objectives, and targets.
- III. **a) Primary Duties and Responsibilities**
  - Promote and support innovations and adoption of best practices aimed at curbing poaching, illegal wildlife trafficking and trade.
  - Promote tourism and ecotourism and other non-consumptive wildlife based enterprises within protected areas and adjacent communities.
  - Promote and support development and implementation of Protected Area (PA) Management Plans in line with internationally recognized best practices.
  - Promote and support establishment of sustainable financing mechanisms (through public-private partnerships) for efficient management of priority Protected Areas.
  - Promote and support development and implementation of comprehensive Human-Wildlife Conflict Management Plans for priority Protected Areas.
  - Support development and implementation of flagship Species Management Plans.
- b) Other Responsibilities**
  - Provide technical leadership in planning, management, and implementation of biodiversity conservation and management activities under the WWF UCO Forest and Biodiversity Program.

- Undertake routine monitoring and evaluation of ongoing biodiversity conservation and management activities to track progress, document lessons, and assess their impacts on livelihoods of target communities and delivery of overall UCO conservation goals.
- Document case studies and share information on biodiversity conservation and management best practices and lessons learned with local partners and the general public.
- Support the Program Coordinator in planning, design, and implementation of targeted research studies to generate new information and innovative ideas on sustainable biodiversity conservation and management in Uganda.
- Create strong alliances and networks with civil society, public, and private organizations for sustained dialogue and advocacy for improved biodiversity conservation and management in Uganda.
- Coordinate planning and implementation of capacity building activities on biodiversity conservation and management issues targeting WWF UCO staff and partners.
- Coordinate preparation of policy recommendations and position papers to strengthen biodiversity conservation and management in Uganda.
- Prepare monthly, quarterly, and annual work plans, budgets, and technical reports on biodiversity conservation and management activities as part of the overall Forest and Biodiversity program planning and reporting cycle.
- Provide technical advice and support to the WWF UCO SMT on strategic biodiversity conservation and management issues.
- Coordinate preparation of new funding concepts and proposals on biodiversity conservation and management related issues, in collaboration with other UCO staff and partner CSOs, to ensure sustained growth of the Forest and Biodiversity Program portfolio.
- Build and maintain a cohesive and motivated biodiversity conservation team through provision of technical backstopping, coaching, mentoring, and giving constructive feedback in line with WWF Human Resources guidelines.
- Represent the Program, as required, at national and international forums/meetings.
- Perform any other duties as requested by your supervisor from time to time.

#### IV. **Candidate Profile**

##### **(a) Required Qualifications and Experience:**

- Master of Science Degree in Wildlife Management, Natural Resources Management, or a related discipline is a MUST.
- At least 5 years of professional experience in biodiversity conservation and management work. Specific work experience in the Albertine Graben would be a strong added advantage.
- Previous work experience or engagement with sector agencies (including National Forest Authority, Uganda Wildlife Authority, National Environment Management Authority, The Ministry of Tourism Wildlife and Antiquities, etc.) is an added advantage.
- Experience in working with civil society organizations and the private sector is an added advantage.

##### **(b) Other Skills and Competences:**

- Highly developed conceptual, analytical and innovative problem-solving ability.

- Strong oral and written communication skills.
- Excellent 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;

V. **Working Relationships**

**Internal:** Interacts and works closely with the Forest and Biodiversity Program team in particular and WWF UCO program teams and operations staff in general.

**External:** Interacts with local communities, CSO Partners, District Local Governments, Central Government Departments and Agencies, Private sector, donors, and the Global WWF Network.

This job description covers the main tasks and conveys the spirit of the general and specific requirements associated with this position. However, additional tasks may be assigned to the position holder as and when deemed necessary in response to changing organizational needs.

Prepared by ..... Date: .....

**Forest and Biodiversity Coordinator**

Reviewed by ..... Date: .....

**Human Resource Manager**

Approved by ..... Date: .....

**Conservation Manager**

Accepted by Staff member: ..... Date: .....