JOB DESCRIPTION

Position title: Conservation Director, WWF-Cameroon
Reports to: Country Director, WWF-Cameroon
Supervises: Conservation officers/advisors and Field Programme/Project managers
Grade: C1
Location: Yaoundé, Cameroon
Date: December 2015

I. Mission of the Department:
To ensure the development and implementation to the highest standards of the WWF-
Cameroon Conservation Strategy in line with the Africa and WWF network priorities.

II. Major Functions
- Within the WWF Cameroon Country Programme Office (CCPO), the Conservation
  Director is responsible for the development, implementation and coordination of
  WWF conservation and policy programme in Cameroon. He/she advises the
  Country Director on pertinent issues in Cameroon and provides essential input for
  the Programme's supervision, review and evaluation;
- In close cooperation with the Country Director, the Conservation Director works
  with national authorities, conservation partners and projects in Cameroon in their
  aim to maintain the biodiversity of the country and contribute to poverty alleviation;
- Within the Congo Basin, the Conservation Director will contribute to the
  development and implementation of coherent regional conservation programmes
  embedded in the CCPO.

III. Major Duties and Responsibilities
- Takes responsibility for planning process in Cameroon in accordance with the
  CCPO Strategic Plan;
- Initiates, evaluates and develops concepts, descriptions, operating plans and
  budgets for new projects in Cameroon;
- In collaboration with the Fundraising team, actively fundraises for approved
  projects;
- Leads and coordinates the implementation of CCPO workplan package;
- Ensures appropriate Human resources are in place for delivering programme
  objectives;
- Manages and coaches direct reports;
- Coordinates the implementation and management of WWF projects in Cameroon,
  and provides them with technical assistance. This includes performing on-site
  supervision to evaluate specific project progress, organizing and participating in
  meetings to help determine conservation priorities;
- Ensures adequate and timely technical reporting internally and to relevant donors;
- Following established WWF guidelines, ensures that appropriate monitoring &
  evaluation systems are implemented;
- Ensures that appropriate ecological and socio-economic monitoring systems are
  implemented in all WWF field sites;
- Ensures the development of project budgets for approval, monitors expenditures
  against budgets, and ensures the establishment of financial management systems
  of the projects;
• Develops and/or reviews terms of reference for project contracts and consultants;
• Ensures the revision and implementation of the CCPO strategic plan.

IV. Profile

Required Qualifications
• At least a university degree in an appropriate field (conservation / environment / natural resource management wildlife / forest / terrestrial ecology). Additional academic training or a degree in a management field would be a strong asset;
• At least 8 years professional experience in a project management role, 3 years of which should be in Africa with demonstrated success in managing multi-disciplinary teams;
• Demonstrate a strong working knowledge of forest and wildlife ecology and Management principles and/or poverty alleviation and development issues;
• Familiarity with WWF and funding agencies, especially the World Bank, EU, Government and Aid Agencies;
• Proven track record in successfully developing, leading and managing projects in the field of conservation, natural resource management, international development, and/or other related fields.

Required Skills and Competencies
• Proven leadership and team management skills;
• Fluency in English and French;
• Skilled in negotiation, liaison and in relationship and conflict management;
• Strong skills in project planning, proposal writing, financing, management, implementation, and evaluation, and experience working with donors;
• Strong organizational and analytical skills;
• Strong vocational interest in nature conservation;
• A working knowledge of financial management, especially of projects;
• Excellent inter-personal skills, with the ability to network and to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community and the WWF Network;
• Adherence to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Supervisory Responsibilities
The Conservation Director is ultimately responsible for the supervision and management of all WWF Cameroon project and technical staff. He/she will also manage regional projects/staff embedded in the CCPO. He/she will be fully involved in the hiring, development, and evaluation of all WWF Cameroon project and technical staff.

VI. Working Relationships

Internal: The Conservation Director will work closely with the Country Director and country team, the Africa Conservation Director, the regional conservation team, the Fundraising Manager for Africa and the WWF network.

External: Interacts with technical departments at MINFOF, MINEP, MINEPAT, MINAGRI, MINEPIA and other partner national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists/consultants and other stakeholders.
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.

Prepared by: _______________________________   Date: __________________
Reviewed by: _______________________________   Date: __________________
Approved by: _______________________________   Date: __________________
Accepted by Staff member: _____________________   Date: __________________