

## **JOB DESCRIPTION**

**Position:** WWF Africa Climate Change Adaptation Coordinator  
**Reports to:** WWF – Zambia Conservation Manager  
**Location:** Lusaka, Zambia

### **Major Function**

To provide strategic leadership and technical support on climate change adaptation activities, particularly mainstreaming of climate change adaptation into WWF Africa conservation programmes, and to promote climate smart conservation and climate resilient livelihoods in WWF target areas.

### **Major Duties and Responsibilities**

1. Coordinate the WWF Africa Climate Change Adaptation Initiative (AAI), including developing annual budgets and workplans, obtaining workplans and budgets from countries receiving seed grants, providing technical support to all countries in the AAI, coordinating development of results and lessons learning documents, and disseminating them, facilitating training and capacity building for WWF staff and partners on climate change, specifically adaptation, and with the WWF Zambia Conservation Manager, seeking to broaden the funding base of the AAI through engaging with WWF Network and other potential donors.
2. Representing WWF Africa at key adaptation events, such as the UNFCCC CoPs.
3. Acting as the focal point for climate change adaptation for WWF Africa, including as the Africa adaptation focal point in the WWF Climate and Energy Practice, and facilitating contact and interaction between the WWF Network, other partners and country offices as required
4. Contribute to the development of WWF Climate and Energy Practice strategy, and other inputs to the Practice on adaptation as required.
5. Developing communications materials on WWF in Africa's role in adaptation and ongoing activities in collaboration with WWF offices, and participate in relevant regional forum meetings, with the purposes of expanding our networking abilities, sharing WWF's experiences and lessons learned, and identifying possible opportunities for collaboration and growth, as time and funding permit.

6. Facilitating the development of a vision and strategy for climate change adaptation in WWF Africa.
7. Identifying opportunities to learn and share experiences within the Network on adaptation to broaden the knowledge and understanding of WWF Africa staff on climate change adaptation.
8. Providing technical support for implementation of, and coordinating with, existing WWF adaption initiatives.
9. Providing technical inputs to WWF Africa offices on funding proposals for climate change adaptation, and identifying funding opportunities for WWF Africa adaptation activities.
10. Engaging with the WWF Network adaptation practitioners and the Climate and Energy Practice team to ensure that adaptation in Africa is consistent with the activities being undertaken in the network.
11. Providing biannual technical reports to donors in compliance with contracts and WWF Network Standards, and liaising with the financial Manager on Quarterly financial reports.
12. Performing other duties as assigned.

## **Minimum Qualifications and Requirements**

### **1. Education/ Experience**

- An advanced degree (Masters or higher) in environmental, natural or social science or equivalent experience.
- 10 years relevant experience in environmental and development fields
- Five + years of practical experience in climate change adaptation planning and implementation as it relates to natural resource management.
- Experience in:
  - Climate change adaptation policy development.
  - Working with African governments
  - Coordinating multi-stakeholder initiatives.
  - Working in a multi-cultural environment in Africa.
  - Project and programme design, management, monitoring and evaluation, including budget development and management.
  - Fundraising: identifying donors and development grant proposals.

- Multilateral Environmental Agreements and Multilateral policy processes.

## **2. Knowledge:**

Knowledge and understanding of the following is required:

- Climate issues in Africa and developing countries.
- Challenges faced in conservation and development in Africa.
- Climate change in terms of its impacts on the natural resources WWF works to conserve, and the people with whom WWF works to improve their livelihoods, and how the two are intrinsically interlinked.
- Climate change vulnerability assessments and adaptation planning.
- Academic, government, and non- governmental organizations active in the climate change fora and debates in Africa.

## **3. Working Relationships**

- ***Internal:*** Interacts and works closely and on a regular basis with project implementation personnel in general and project leaders in the region. Coordinates and interacts as appropriate with members of WWF Practices, WWF Africa, WWF International, and other WWF Network staff.
- ***External:*** Interacts with governmental Institutions, non- governmental organizations, academic institutions, the media, donors, specialists/ Consultants, and other stakeholders, in collaboration with the WWF Zambia Country Director.

**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.**