



**Make a difference to today's world.
Join WWF.**

WWF-Danube-Carpathian Programme is seeking to recruit a

Coordinator for Performance and Knowledge Development

**(full-time, based in Budapest, Bratislava, Kyiv, Bucuresti or Sofia;
in exceptional case, another location in the region may be possible.)**

WWF Danube-Carpathian Programme aims to secure the region's natural treasures such as old growth forests, wetlands, and sturgeons and to mobilise people for the conservation cause in the countries we work in. This daunting and complex goal requires careful planning and integrated thinking as well as a constant learning process in order to adjust our approaches for maximum efficiency.

The Coordinator for Performance and Knowledge Development plays a key role in this endeavor.

The Coordinator for Performance and Knowledge Development is instrumental in determining our current and future success by ensuring the effective and efficient performance and development of WWF in Central and Eastern Europe. He/she supports us as individuals and as an organisation to be the best that we can be by leading and ensuring:

- Efficient and realistic planning – so that we can make the best use of our limited resources and achieve the highest possible impact
- Monitoring & Evaluation – so that we can measure our performance and impact, both for reporting to others as well as to facilitate our own learning and improvement.
- Reporting of our success as well as challenges to both current and potential future supporters and donors – to demonstrate our good stewardship of the resources that we are entrusted with and to nurture existing donors as well as cultivate future support.
- Knowledge Development, learning and improvement – so that we can foster a vibrant learning culture at WWF-DCP and promote innovation as well as effectiveness and efficiency in our operations.

The Coordinator for Performance and Knowledge Development reports to the WWF-DCPO Regional Conservation Director and maintains close working relationships with the WWF-DCPO Director, Regional Head of Operations, relevant WWF-DCPO managers, particularly Head of Programmes and Regional Project Managers, and on a needs basis, other staff in Romania, Bulgaria, Moldova, Ukraine, Slovakia and Hungary and selected staff of WWF International.

Your duties will include:

A. Planning

- Coordinates and supports strategic and annual planning for WWF-DCP, including development of the WWF-DCP strategic and annual plan monitoring systems (SPMS/APMS).
- Where possible and relevant, supports the planning of individual programmes and projects, e.g. through ongoing coaching and support, helping to ensure that WWF-DCP programmes and project planning is done according to best practice planning based on PPMS standards.

B. Monitoring & Evaluation

- Coordinates and supports regular monitoring and evaluation for WWF-DCP, including maintenance and evolution of the WWF-DCP SPMS/APMS.
- Where possible and relevant, supports the monitoring and evaluation of individual programmes and projects, e.g. through ongoing coaching and support, helping to ensure that WWF-DCP programmes and project monitoring and evaluation is done according to best practice planning based on PPMS standards

C. Reporting

- Supports reporting to donors, including from the WWF Network as well as externally.
- Supports communication of WWF-DCP achievements as well as challenges to current and potential future supporters.

D. Knowledge development, learning and improvement

- Facilitates knowledge exchange and inter-team collaboration.
- Actively supports the development of a learning culture at WWF-DCP.
- Ensures a system of knowledge management and development that facilitates innovation and standardisation, e.g. through identifying, capturing and further developing best practice.
- Prepares and follows up on coordination and information exchange meetings of regional conservation staff

We expect from you:

- Track record of developing and applying management tools for Monitoring & Evaluation, strategic planning and knowledge management.
- Experience in project development and monitoring
- Innovative thinking
- Excellent networker and cross-cultural communication skills
- Excellent English, presentation, and communication skills
- Perseverance and patience
- Talent and interest in coaching / mentoring colleagues
- Commitment to WWF's mission, priorities and values
- At least 5 years' experience relevant to the above mentioned fields

We offer:

- The opportunity to make a difference – for Central and Eastern Europe and for WWF
- Challenging and fulfilling work in one of Europe's most exciting eco-regions
- Friendly and highly professional working atmosphere in an international context
- Varying tasks and independent work style
- A pleasant working atmosphere and great learning environment
- A competitive salary according to NGO standards

If you are interested in this task, email your application documents including your CV and cover letter (in English) to Irene Lucius, ilucius@wwfdcp.org. Application deadline: **20th of August 2017**. Please understand that we can only reply to short-listed candidates. For more information on the WWF-DCP, kindly check the website: <http://panda.org/dcpo>.