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POSITION ANNOUNCEMENT

Organization: Branch Office of the WWF – World Wide Fund for Nature in the Azerbaijan Republic

Position: Conservation Officer

Location: Baku, Azerbaijan

General position scope: To contribute to the Conservation Strategy, its goals, objectives and activities of the WWF Caucasus Programme, in line with WWF Global Conservation Practices relevant goals and objectives.

Works with relevant staff of: WWF-Caucasus; main regional partners – WWF-Russia and WWF-Turkey; main WWF network supporters – WWF-Germany, WWF-Switzerland, WWF International, etc. as well as with relevant Governmental institutions of Azerbaijan, academia, NGO sector, local communities and donors.

Reports to: Country Director of WWF Azerbaijan.

I. Major Functions

- Ensure that WWF Azerbaijan conservation projects and activities are in line with Conservation Strategy of WWF-Caucasus and implemented according to highest standards;
- Ensure that WWF Azerbaijan conservation projects and activities is developed and managed in line with Azerbaijan existing laws and policies, and other relevant legal requirements;
- Promote partnership building with internal and external stakeholders in Azerbaijan;
- Work with dedicated staff member(s) for program development and fundraising in Azerbaijan as required;
- Ensure that WWF technical standards and reporting requirements are met.

II. Major Duties and Responsibilities

- In line with the WWF-Caucasus Conservation Strategy, develop annual workplans relevant for Azerbaijan programs and projects with clear priorities and oversee its efficient implementation;
- Within the scope of WWF Caucasus Programme, generate ideas, initiate and/or participate in development of new conservation programs and projects, particularly for Azerbaijan part, focusing on transboundary context;

- Build and maintain partnership with relevant governmental and non-governmental stakeholders, local population and donors;
- Promote to increasing visibility of WWF Azerbaijan and WWF Caucasus Programme internally and externally as required and as feasible; participate in relevant national- and international-level meetings, conferences, and fora;
- Work closely with the Regional Conservation Director;
- Directly manage conservation projects in Azerbaijan or Azerbaijan part of regional and/or transboundary projects, as required;
- Manage processes for transparent external and internal monitoring, evaluation, and progress reporting related to WWF conservation programs and projects in Azerbaijan;
- Ensure compliance to standards, both internal and external, for all conservation activities;
- Carry out some functions in communication, relevant to the conservation programs and projects, as required;
- Perform other relevant duties as requested by the Country Director.

III. Profile

Required Qualifications

- Advanced university degree in an appropriate field (conservation / environment / natural resource management, etc.). Additional academic training or a degree in a management field would be a strong asset;
- 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;
- At least 5 years of professional experience in a project management, 3 years of which should be in Azerbaijan, with demonstrated success in managing teams; and
- Knowledge of the international nature conservation challenges, tendencies and approaches, as well as existing situation, problems, policies, main players and large projects in the field of nature protection in the Caucasus, and particularly in Azerbaijan.

Required Skills and Competencies

- Strong vocational interest in nature conservation;
- Proven leadership and team management skills;
- Skills in negotiation, liaison, and in relationship and conflict management;
- Strong skills in project planning, proposal writing, financing, management, implementation and evaluation;
- Experience in working with donors;
- Organisational and analytical skills;
- A working knowledge of financial management;
- 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;

- Skills to be adaptable, flexible, able to take initiative and prioritize among competing demands;
- Good oral and written communications skills in English and Azerbaijani languages;
- Adherence to WWF's values, which are: passionate & optimistic, challenging & inspiring, credible & accountable, persevering & delivering results.

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.

Application procedures

To apply, please, send resume and cover letter to Ms. Ana Tsintsadze, Regional HR Manager at the following e-mail address: atsintsadze@wwfcaucasus.org

Deadline: 30 November, 2017

Due to large amount of applicants only short listed candidates will be contacted.