

Vacancy

Assistant Regional Coordinator for the CEPF Regional Implementation Team in the Madagascar and the Indian Ocean Islands Biodiversity Hotspot.

Background:

In response to the challenges of climate change in Indian Ocean island countries, the Critical Ecosystem Partnership Fund (CEPF) has prepared a new programme entitled Ecosystem-Based Adaptation in the Indian Ocean (EBAIO), funded by the Green Climate Fund (GCF), through AFD as an accredited entity. The programme will provide targeted funding to mobilize CSOs in the implementation of EbA, to promote the conservation, improved management and restoration of ecosystems to provide the essential services people need to adapt to climate change and variability.

By awarding grants to civil society (non-governmental organisations, the private sector and universities), CEPF implements conservation strategies developed in collaboration with local stakeholders. These investments are all the more important as biodiversity hotspots are home to millions of impoverished people who depend heavily on nature for their survival. CEPF is a joint initiative of the French Development Agency (AFD), Conservation International, the European Union, the Global Environment Facility, the Japanese government and the World Bank. One of CEPF's fundamental objectives is to ensure that civil society has an effective voice and vote in biodiversity conservation.

CEPF grants are guided by the ecosystem profile, which is an in-depth analysis of biodiversity and socio-economic conditions in the hotspot. The ecosystem profile is drawn up in consultation with local stakeholders and leads to regional conservation strategies. Grants go directly to civil society groups in the biodiversity hotspot to form a vital conservation constituency alongside government partners.

CEPF has recruited a consortium of non-governmental organisations to form its Regional Implementation Team (RIT) in the hotspot. Coordinated by IUCN NL and the Regional Coordinator, the RIT includes SAF/FJKM for Madagascar, ID-ONG for Comoros, FORENA for Mauritius and SeyCCAT for Seychelles. These organisations are working with CEPF to implement a five-year conservation strategy for the hotspot and build the capacity of local civil society.

The RIT is responsible for the following components throughout the duration of the programme:

1. Coordinate CEPF investment in the hotspot;
2. Support the integration of biodiversity and ecosystem-based adaptation into public policy and private sector business practices;
3. Communicate CEPF's investment throughout the hotspot;
4. Strengthen the capacity of civil society;

5. Support the CEPF Secretariat process for soliciting, reviewing and monitoring proposals for large grants (above a threshold amount of USD 50,000) and ensure compliance with CEPF funding requirements;
6. Manage the small grants programme (up to a threshold of USD 50,000) in accordance with a CEPF-approved operational manual;
7. Monitor and evaluate the impact of small and large grants;
8. Support the CEPF Secretariat in monitoring the major grants portfolio and ensuring compliance with CEPF funding conditions.

It is in this context that IUCN NL is launching this call for applications for an Assistant Regional Coordinator.

Main functions:

Under the direct supervision of the Regional Coordinator and in close collaboration with the IUCN NL team, the CEPF MADIO Grant Manager and the RIT member organisations, the Assistant Regional Coordinator supports the Programme Coordinator in the planning, organisation, coordination, monitoring, administration, reporting and logistical issues associated with the Regional Implementation Team (RIT) work package.

Duties and responsibilities:

Working with and under the supervision of the Regional Coordinator, the Local Assistant will be responsible for the following tasks:

- Contribute to the development and planning of RIT activities (weekly, quarterly, annual planning);
- Planning, organisation, agenda setting and reporting of RIT meetings (bi-weekly meetings, weekly meetings), meetings with CEPF staff (weekly meetings, monthly meetings), Advisory Committee meetings (donor and National Designated Authority representatives) in close collaboration with RIT focal points and IUCN NL;
- To archive and share RIT documents transparently, including meeting notes, programme documents and donor correspondence;
- Organise and provide technical, administrative and logistical facilitation for the RIT's joint activities under the programme;
- Develop and maintain the contact database and mailing lists of RIT MADIO partners / grant recipients (consortium);
- Support the preparation of documents required for the operational and technical purposes of the project;
- Represent the RIT at technical and operational meetings with local partners;
- Support the preparation of the communications needed to ensure a proper exchange between the various stakeholders;
- Support the organisation of operational work sessions between the various partners/ field missions, training sessions and events;
- Participate in coordination meetings with project partners and other organisations in agreement with the members of the RIT per country.

Qualifications and experience required

- Postgraduate diploma (Licences): environmental sciences or ecology, sociology, organisational management, management, etc.;
- At least 3 years' professional experience in the fields of environmental management, biodiversity and natural resources;
- Have a good knowledge of IT (pack office): Word, Excel, Access, PowerPoint and the Internet, particularly Google tools;
- Demonstrate autonomy, personal and professional maturity and the ability to listen and communicate, negotiate and arbitrate;
- Ability to work as part of a team, good organisational and management skills, and the ability to analyse, persuade and mobilise;
- Good expression and writing skills in English and French.

Applications must be sent by e-mail to cepfproposals@iucn.nl no later than **Monday 15 June 2024 at 4pm (Madagascar time)** and must be marked "**Recruitment Assistant Regional Coordinator RIT MADIO**". They must include a duly signed letter of application, a CV with a telephone number for rapid contact and references, and a passport photo.

Applications received by other means will not be processed.

All applications received will be processed without discrimination on the basis of gender, origin or affiliation.