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## **JOB DESCRIPTION**

<b>Position title:</b>	Policy Project Officer BiH
<b>Reports to:</b>	Regional Policy Programme Officer
<b>Location:</b>	Bosnia and Herzegovina, preferably Sarajevo
<b>Starting:</b>	November 2019

WWF is one of the world's leading non-governmental and non-profit organizations for nature conservation. WWF has been established in 1961, and has representative offices in over 100 countries across the globe and approximately 6200 employees. The organization is proud of its supporters of over five million people.

WWF Adria is representing WWF within the countries of ex-Yugoslavia and Albania with approximately 50 staff and consultants. It is operating through a WWF Adria office in Zagreb (Croatia), WWF Adria-Serbia office in Belgrade, and partner organizations and consultants within the rest of the region.

### **I. Project description**

The Protected Areas for Nature and People II (PA4NP II) programme addresses two broad issues – the effectiveness of PAs and the issue of human well-being. WWF expects that the proposed programme will bring results on both issues, through mutual reinforcement, but also by addressing them separately.

During the programme period (October 2019 – December 2022), PA4NP II will be taking a multi-faceted approach based on five mutually reinforcing outcome objectives:

- Improved and/or better implemented national policies for PA management and biodiversity conservation through advocacy and national CSO platforms;
- Raised awareness on biodiversity and active citizenship amongst public and decision-makers through educational programmes;
- Decision-makers are held accountable for their actions or inactions in relation to nature through engaged civil society and media;
- Opportunities for sustainable development in and around PAs equitably distributed among local community members, and
- Increased community participation equally represented by women and men.

In the context of this programme, WWF works with civil society actors at different levels to support and strengthen them in their role as representatives of, and voices for their respective constituencies, as key actors in policy dialogue and decision-making, and in the development, facilitation and implementation of community-based natural resource management (NRM) and equitable benefit-sharing schemes. The emphasis is on efforts to support the development of their institutional and technical capacity to engage in and influence relevant policy and decision-making processes.

## **II. Major Functions:**

1. Implements programme activities according to programme workplans;
2. Maintains and develops partnerships and stakeholder engagement according to programme workplans;
3. Supports monitoring and reporting at the programme level;
4. Supports fundraising for WWF Adria program unit.

## **III. Major Duties and Responsibilities:**

- Lead policy and advocacy activities in BiH regarding natural resource management and protected area management;
- Engage and regularly communicate with relevant institutional stakeholders in BiH;
- Communicate with relevant Civil Society Organisations (CSOs) in BiH, develop partnerships and advocacy plans to support the implementation of the programme;
- Coordinate and support the implementation of a pilot plan for a PA policy transition in BiH;
- Participate in the process of allocation of small grants and monitor their implementation in BiH;
- Support establishment and functioning of the CSO platform for EU accession in the field of environment (Coalition 27) in BiH;
- Provide policy and advocacy support in BiH to other programme components;
- Coordinate activities related to the establishment and functioning of large carnivores platforms in BiH;
- Engage with interested media on the topic of environmental corruption in BiH and initiate collaboration;
- Monitor CSOs/CBOs engagement on local level monitoring of PA management practices and regular communication with them;
- Updates and dissemination of new cases on natureforpeople.org (N4P) platform;
- Identify interested donors/development agencies to promote N4P in replicating.

## **IV. Profile:**

### **Required Qualifications:**

- University degree in in the broad area of environmental science, natural resources science, environmental law or related fields;
- At least 2 years of relevant experience environmental science, natural resources science, environmental law or related fields in BiH or region;
- Experience working as a policy officer in a regional/international company within the region an advantage;
- Experience in formal communication with institutions (national and international).

### **Required Skills and Competencies:**

- Basic knowledge of Monitoring & Evaluation systems at the programme level and programme administration (budgeting, administration procedures);
- Basic knowledge of the geography, societies, economies, politics and pertinent issues of conservation and development within the programme's scope;
- Basic knowledge of protected areas and natural resource management cycles in BiH;
- A good level of computer literacy, especially word-processing, budget and spreadsheet preparation, database record systems, electronic mail;
- Fluent oral and written Bosnian/Croatian/Montenegrin/Serbian and good English communication skills are required;
- Good organizational, administrative, multitasking and prioritization skills;
- Team player and ability to take initiative;
- An ability to work under pressure and meet deadlines;
- Diplomacy and ability to deal with a variety of situations and confidential issues;
- Understanding and applying WWF social and environmental safeguards.

**V. Working Relationships:**

**Internal** - Works closely with WWF Adria Policy Team, other programs and office managers, and administration unit. Interacts with WWF Adria staff at all levels.

**External** - Interacts with programme partners within the collaborative external context.

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.

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To apply for this position, please send your motivation letter, CV and list of two references (preferably one from a NGO) by e-mail titled "Policy Project Officer BiH vacancy application" to [gsekulic@wwfadria.org](mailto:gsekulic@wwfadria.org) by **October 17<sup>th</sup> 2019**. Only candidates selected for interviews will be contacted.