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## **JOB DESCRIPTION**

<b>Position title:</b>	Project Officer Serbia – Accountability, Transparency and Participation
<b>Reports to:</b>	Regional Programme Officer Accountability & Transparency and Regional Programme Officer Participation
<b>Location:</b>	Serbia
<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:

- 1) CSO/CBO
  - Identify civil society organisations (CSOs), community-based organisations (CBOs) and civil initiatives, in line with programme objectives in Serbia
  - Support implementation of capacity building for CSOs/CBOs and platform members on relevant policy topics and local context
  - Participate in the process of allocation of small grants and monitor their implementation in Serbia
  - Support organisation of a regional conference on CSOs participation in PAs and thematic ones on natural resource management
  - Monitor CSOs/CBOs engagement on local level monitoring of PA management practices and regular communication with them
- 2) Participation in PAs
  - Support in conducting analysis on standards, existing legal frameworks and levels of participation in protected areas
  - Support in the development of Framework for stakeholder participation in protected areas
  - Lead the development and implementation of participation platform Action plans and Capacity development plans for platform members
- 3) Linking nature and people
  - Regular updates and dissemination of new cases on [www.natureforpeople.org](http://www.natureforpeople.org) platform (N4P)
  - Secure buy-in from partner organizations on N4P: to contribute, to use it (regular communication and feedback loops), to promote it and to replicate examples
  - Identify and communicate with interested donors/development agencies to promote N4P in Serbia
  - Support implementation of thematic national conferences, promoting benefits of sustainable development in protected areas
- 4) Other tasks
  - Work on detail workplans together and in coordination with programme officers
  - Engage and regularly communicate with relevant institutional stakeholders in Serbia
  - Other tasks agreed with the programme manager

## IV. Profile:

### Required Qualifications:

- University degree in in the broad area of environmental science, natural resources science, environmental law/ economics, social science or related fields;
- At least 2 years of relevant experience working with local communities on livelihood, environmental issues and/or sustainable development.

### 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 (e.g. forestry, water) in Serbia;
- Understanding of civil society sector in Serbia;
- 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;
- Understanding and applying WWF social and environmental safeguards.

**V. Working Relationships:**

**Internal** - Works closely with WWF Adria Protected area and Governance Program Policy Team, other program 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 "Project Officer Serbia – Accountability, Transparency and Participation vacancy application" to [kivanic@wwfadria.org](mailto:kivanic@wwfadria.org) by **October 17<sup>th</sup> 2019**. Only candidates selected for interviews will be contacted.