

Protecting The Nature We All Rely On For Food, Fresh Water And Livelihoods!

Conservation International Suriname (CI Suriname) was established as a foundation under Surinamese law on December 29, 1992, and officially registered on January 18, 1993. In the last 20 years, Conservation International Suriname has worked to spur on green development in the country and in the region.

Are you versatile, nature-inspired and result-driven, and do you want to work for an international nature conservation organization in Suriname?

Conservation International Suriname (CI Suriname) helped to set up a sustainable livelihood project in the Trio village, Alalapadu by creating possibilities to produce, and assist in selling Tuhka oil (Brazil nut oil) which helps to generate more income for the community. We are looking for a Temporary Help in the role of Field Assistant (FA) to execute project activities.

The FA must be willing to stay in Alalapadu for long periods of time to oversee the daily activities, manage the administration and inventory at the Tuhka facility. The FA will work closely with the CI (TWTIS) Technical Team and will be the first point of contact between the community of Alalapadu and CI (TWTIS) Team in Paramaribo.

RESPONSIBILITIES

- Daily update administration (sales and purchases) and inventory (used supplies and products)
- Inventory management and logistics (purchasing and managing stocks, send supplies to the facility)
- Process forms and other data in database programs, like MS Excel
- Make overview of sales, purchases and production
- Daily contact with CI team and update/ report on weekly basis
- Coordinate and lead fieldtrips
- Collaborate and maintain daily contact with the managers of the facility in Alalapadu and the board of Stichting Tuhka
- Save and process all relevant documentation of purchases and sales digitally as well as hard copy
- Produce monthly financial reports
- Look after proper hygiene in the facility
- Provide on the job training in administration skills to the facility workers
- Help with preparation of invoices
- Process and prepare orders for the distributor
- Guidance during the production process of Brazil nut oil in the facility in Alalapadu

WORKING CONDITIONS

- Stay for longer periods of time in the remote Trio village Alalapadu (3-4 weeks) with limited access to internet and no network connection.
- Contract for **9 months** (*Starting April 1, 2021*)

QUALIFICATIONS

- At least a completed secondary education (IMEAO) or higher
- At least two years of proven/relevant work experience
- Computer skills, MS Office, especially inventory and database programs, such as MS Excel
- Highly organized and able to multitask and prioritize tasks
- Good communication skills (written and verbal)
- Flexible and adaptable to changing work environments
- Ability to work and stay for longer periods in a remote village (Alalapadu)
- Experience in working with indigenous communities is a pre
- Fluency in Dutch, English and Sranan Tongo is required
- Nature-conservation minded

To apply for this position please submit a resume and cover letter at the latest by **March 18th, 2021** to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (Subject "Applying for FA")