

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

Conservation International (CI) is an environmental organisation that has worked in Suriname for the last 25 years and 30 years internationally in 40 countries. CI has been protecting nature for the benefit of all for over 30 years. Through science, policy and partnerships, CI is helping build a healthier, more prosperous and more productive planet.

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.

Do you want to be part of the team that is passionate about and is willing to convey our vision and mission?

We invite you to apply for the position of **Senior Technical Coordinator (Sr TC)**

The Sr Technical Coordinator will perform various coordinating tasks and will work closely with the Technical Manager and the Operations Coordinator to prepare and draft Terms of Reference, comprehensive action plans, including resources, timeframes, and budgets for projects.

S/He will also closely monitor project progress, contract and grant deliverables, technical and financial project reports and donor deadlines.

The Sr Technical Coordinator will build and maintain strong relationships with internal and external stakeholders to deliver results while meeting deadlines and provide the Technical Manager with information such as project progress, human and financial resources.

S/He reports to the Technical Manager and oversees the work of colleagues and consultants assigned to the project.

Key Roles and Responsibilities

PROJECT SUPPORT/ PROJECT COORDINATION

- Execute assigned projects activities to ensure delivery against objectives, including financial management of donor funds
- Monitor and report identified direct and indirect threats to outcomes and propose solutions
- Monitor project progress and produce reports for internal and external uses
- Develop field trip agendas and manage field trip organization and preparation
- Travel to field sites to execute and oversee project activities
- Communicate regularly with partners, donors, community members and government officials in the course of carrying out her duties
- Assist with the development of proposals and budgets
- Identify activities and/or adjustments that are important to reach project goals
- Assist with GIS related tasks to map and visualize threats, key areas for conservation and other activities of interest

PARTNERSHIPS & CAPACITY BUILDING

- Assist in capacity building initiatives for government institutions, private sector and partner institutions including coordinating and leading workshops
- Assist in monitoring external partners to achieve conservation outcomes
- Monitor and maintain updates of programs and activities of HQ Technical Divisions

TERMS OF REFERENCES, CONTRACTS AND GRANTS

- Provide input for Terms of Reference necessary for Contracts & (sub) Grants with the CIS Contracts and Grants department, monitor the contract deadlines & acceptance criteria, review the reports & monitor the Grants
- Monitor expenditure, ensure compliance with CI standards and safeguards

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The challenge in this position is in being:

Accurate; flexible; adaptable; planned & organised; able to handle tight deadlines; excellent in project monitoring, timely completion and reporting, able to monitor budgets

Requirements

- At least Bachelor's degree in Conservation a/o Environmental studies is preferred At least 3 years of experience in management and implementation of conservation projects or the equivalent combination of education and experience
- Experience in drafting workplans and set priorities to achieve goals
- Experience in project management
- Knowledge of biodiversity conservation and national issues regarding biodiversity conservation
- Excellent communication skills – written and verbal
- Excellent organization skills
- Ability to work with staff, partners, donors, and government officials at all levels
- Ability to understand and interpret scientific information/data, models and approaches and apply to achieve practical results
- Knowledge of geographic information system (GIS)
- Proficiency with Microsoft office and other business applications
- Aptitude for using computer applications
- Fluency in English and Sranan Tongo is required
- Ability to comply to strict policies and procedures
- Nature conservation minded

Interested?

Send your resume with motivation letter at the latest by **25 September 2020, 4 PM** to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (subject "Applying for Sr TC")