

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 **Technical Coordinator (TC)**

The Technical Coordinator manages and leads assigned projects to build a healthy sustainable society in Suriname and to promote CI Suriname's goals. S/He primarily co-designs and implements those projects and gives other technical support, where requested. S/He is responsible for defining and implementing the project implementation strategy and to direct the project course.

S/He will have regular contact with partners, donors, community members and government officials in the course of carrying out his/her duties.

The Technical Coordinator reports to the Technical Manager and oversees the work of colleagues and consultants assigned to her project as the project team leader.

Key Roles and Responsibilities

PROJECT SUPPORT/ PROJECT COORDINATION

- Monitor project progress, analyze direct and indirect threats in the field
- Conduct research and perform analyses to support project work and present findings
- Prepare and perform field activities
- Provide input for procurement and maintaining field supplies for work and travel
- Travel to field sites to carry out and oversee project activities
- Define, design, lead and implement assigned strategic projects
- Oversee activities of colleagues and consultants assigned to her as project team leader
- Manage and monitor field costs and equipment
- Assign and guide the needed technical assistance to achieve project goals
- Participate in national and international meetings to promote and support national and organizational positions
- Assign and guide the needed technical assistance to achieve project goals
- Monitor and analyze direct and indirect threats to outcomes and propose solutions
- Assist with GIS related tasks to map and visualize threats, key areas for conservation and other activities of interest

COMMUNICATIONS/ LOGISTICS

- Draft and distribute communication materials to internal and external audiences
- Prepare and communicate relevant policies
- Communicate regularly with partners, donors, community members and government officials

RESEARCH & DEVELOPMENT

- Compose project reports and other programs and donor reporting
- Conduct research for existing and new projects and initiatives
- Model various scenarios to inform decision making

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FUNDRAISING

- Provide input to the development team for proposals writing for specific programs, donors, or local and global conservation related initiatives.
- Assist with proposal development by providing firsthand knowledge of on the ground realities

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 or a Bachelor's degree in Social Sciences
- At least 3 years' experience in implementing conservation projects or the equivalent combination of education and experience
- Knowledge of policy frameworks, conservation financing, biodiversity monitoring, GIS and Remote Sensing knowledge and protected area management
- Good communication skills – written and verbal
- Affinity for working with indigenous and or tribal communities
- Proficiency with Microsoft office
- 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 **22 September 2020, 4 PM** to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (subject "Applying for TC")