

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.

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

We invite you to apply for the position of Technical Officer (TO)

The TO will execute CI Suriname project activities, designed to build a healthy and sustainable society in Suriname and to promote CI Suriname's goals related to human wellbeing, biodiversity and ecosystem conservation, protected area management, sustainable production and consumption and strong governance, indigenous people rights, climate change and sustainable livelihoods.

The TO will support learning events, amongst other duties like maintaining technical files and archive systems, provide assistance in field monitoring efforts and other field related activities.

The TO reports to the Technical Manager but works closely with colleagues in the Technical department and colleagues from other departments.

Key Roles and Responsibilities

PROJECT SUPPORT

- Carry out activities to achieve project goals.
- Support and promote social media and marketing activities, and innovations on strategic themes.
- Prepare, perform, and monitor field activities.
- Provide input to support proposals writing.
- Procure and coordinate distribution of field supplies and travel.
- Travel to field sites to carry out project activities.
- Archives all project documents.
- List preferred vendor for support to project activities.

COMMUNICATIONS/ LOGISTICS

- Assist with drafting and distribution of communication materials to internal and external audiences.
- Focal point for indigenous communities, projects logistics, flights to the interior for project activities
- Prepare all travel logistics.
- Prepare logistics for meetings/ workshops in the field and in Paramaribo.

RESEARCH & DEVELOPMENT

- Provide input for project reports to donor reporting.
- Support and propose research initiatives for new projects.

The challenge in this position is in being:

Accurate; flexible; adaptable; planned & organised; able to handle tight deadlines; timely reporting, execute activities frequently in the field.

Requirements

- Bachelor's degree in natural or social sciences
- Good communication skills – written and verbal.
- Proficiency with Microsoft office,
- Aptitude for using computer applications,
- Driver license,
- Fluency in English and Sranan Tongo is required.
- Ability to comply to strict policies and procedures,
- Nature conservation minded,
- Willingness to work physically in the field,

Interested?

Send your resume with motivation letter at the latest by **March 13th, 2021** to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (subject "Applying for TO").