

**Protecting The Nature, We All Rely on For Food, Fresh Water and Livelihoods!**

<b>Temporary Help</b>	Professional Minute taker
<b>Terms</b>	Full time – One Year
<b>About us:</b>	<p>Conservation International is an environmental organization that has worked in Suriname for the last 25 years, and 30 years internationally in 40 countries to protect nature for the benefit of people.</p> <p><b>VISION:</b> <i>We imagine a healthy, prosperous world in which societies are forever committed to caring for and valuing nature, for the long-term benefit of people and all life on Earth.</i></p> <p><b>MISSION:</b> <i>Building upon a strong foundation of science, partnership, and field demonstration, Conservation International empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity.</i></p>
<b>About the role:</b>	Many meetings will be held that need to be documented to set the stage for effective communications. Therefore, in the context of the Climate Smart Forestry project, CIS is seeking professional assistance for taking minutes including reports (with pictures) and voice recordings of the meeting sessions held between CI, the partners, and other organizations/ stakeholders.
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>▪ Take meeting minutes and ensure the minutes are recorded in an accurate and timely manner</li> <li>▪ Record audio material during the meeting sessions</li> <li>▪ Record all key decisions and discussion items of meetings</li> <li>▪ Take action-pictures during activities, of results or engagement moments</li> <li>▪ Compile a report of the meeting sessions that covers the main findings, results, action points and follow up</li> <li>▪ Share and delegate the notes or final report with CI and the (participating) stakeholders.</li> <li>▪ Share agenda timely with participants</li> <li>▪ Prepare meeting materials and documents timely and prior to meetings</li> <li>▪ Distribute minutes to all relevant people</li> <li>▪ Ensure that a copy is filed appropriately on MS Teams, for future reference.</li> <li>▪ Maintain confidentiality of all items discussed during the meetings.</li> </ul>
<b>Candidate requirements:</b>	<ul style="list-style-type: none"> <li>▪ At least a high school (VOS) degree is preferred</li> <li>▪ Minimum of 5 years' experience as a minute taker and/ or certified minute taker</li> <li>▪ Excellent listening skills</li> <li>▪ Accurate note taking and key boarding skills</li> <li>▪ Dutch and English proficiency, both in speaking and writing</li> <li>▪ Sranang Tongo speaking, and writing are a pre</li> <li>▪ Ability to work in different digital platforms (MS Words, PPT, SharePoint)</li> <li>▪ Willing to travel to the interior with CIS upon request (provided that all conditions are in place)</li> </ul>

**Contact us to apply!**

Applications should be sent, in English, to [ci-suriname@conservation.org](mailto:ci-suriname@conservation.org) on/ or before 24 September 2021 by 4PM (SR Time). Please specify "Professional Minute Taker + Your Name" in the subject line.

Please do not send information not requested (e.g., copies of diplomas and certificates). Only applicants providing all information requested, who possess all the essential skills and competences, are selected to be interviewed, and will be contacted.

Questions and clarifications regarding the consultancy may be addressed to Eunike Alexander-Misieka by e-mail: [emisiekaba@conservation.org](mailto:emisiekaba@conservation.org)