

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

Conservation International Suriname (CI Suriname) was established as a foundation under the 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 conveying our vision and mission?

We invite you to apply for the position of **Policy Manager**.

The Policy Manager conducts research, compiles, and analyzes public policy positions to further understanding and implementing CI Suriname's (CIS') public policy objectives, working closely with senior staff to formulate policy options, CIS' position papers, proposals and briefings and manages input from key stakeholders.

The Policy Manager works closely with internal and external stakeholders in developing and implementing policy objectives while managing daily relations with external stakeholders.

S/He ensures relevant policy information is disseminated, engaging decision makers and favorably influences CIS' policy and conservation goals.

The Policy Manager supports fundraising and proposal efforts to help secure funding for policy initiatives. S/He aligns CIS' thematic and geographic strategic ambitions with national commitments, developing objectives to contribute to national conservation priorities and policies.

S/He reports to the Technical Director and works in close collaboration with the Development & Communications Director, and the Technical department.

Key Roles and Responsibilities

Research & Policy

- Conducting and leading high quality qualitative and quantitative research for policy reports
- Leading on producing policy papers and briefings directed at key policy targets.
- Building networks in key decision-making forums with advocacy targets and collaborators

Communications

- Support in building CIS' communications profile, including broadening CIS' network of communication contacts.
- Drafting and editing, publication ready media content for online, social, broadcast and print media.

Management

- Contributing to CIS' strategic direction by identifying opportunities to influence key policy targets at the national and international level.
- Active participation in annual en multi annual strategy formulation
- Advocate the value of nature in creating a prosperous society to governments and civil society.
- Strengthen existing partnerships with governmental institutions, research institutions and other NGO's.
- Build new partnerships with governmental institutions, research institutions and other NGO's.

Fundraising

- Support in the development of CIS' fundraising strategy
- Provide strategic analysis and scientific background for the development of CI Suriname's programs, annual goals, and annual plans.

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.

Requirements

- Master's degree in public policy, international affairs, or a related field.
- 4-6 years' experience in developing and managing non-profit public policy initiatives.
- Understanding of government processes and the overall policy engagement environment.
- Experience in engaging a variety of external partners and stakeholders in governments, bilateral and multilateral institutions, development organizations and NGOs.
- Ability to effectively communicate complex information to a diverse audience.
- Strong organization, project management and prioritization skills.
- Excellent time management skills and ability to adapt in a fast-paced, changing environment.
- Ability to work both independently and as part of a team.
- Proven ability to work in a culturally diverse environment.
- 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.



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Interested?

Send your resume with motivation letter at the latest by **June 4th, 2021** to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (subject "Applying for Policy Manager").