

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

Conservation International (CI) is an environmental organization that has worked in Suriname for the last 29 years and 34 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.

We invite you to apply for the temporary 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.

Deliverables

- Execute assigned projects activities to ensure delivery against objectives
- Report on the financial management of donor funds
- Monitor project progress and produce reports for internal and external uses
- Develop field trip agendas and manage field trip organization and preparation
- Execute and oversee project activities at the field sites
- Plan regular communication lines with partners, donors, community members and government officials in the course of carrying out planned duties
- Assist with the development of proposals and budgets
- Assist in monitoring external partners to achieve conservation outcomes
- Monitor and maintain updates of programs and activities of HQ Technical Divisions
- Provide input for necessary Terms of Reference for (sub) grants and contracts
- Monitor contract deadlines & acceptance criteria, review the reports & monitor the Grants
- Monitor expenditure, ensure compliance with CI standards and safeguards

WORKING CONDITIONS

- The main work location is Paramaribo with regular field visits to the TWTIS villages
- Contract of **5 months** (*Starting 01 October, 2021*)

QUALIFICATIONS

- At least a bachelor's degree in Conservation a/o Environmental studies is preferred
- At least 3 years of experience in management and implementation of conservation projects
- Experience in drafting work plans and set priorities to achieve goals
- Experience in project management
- Excellent communication skills – written and verbal and organizational skills
- Ability to work with staff, partners, donors, and government officials at all levels
- Proficiency with Microsoft office and other business applications
- Fluency in English and Sranan Tongo is required
- Ability to comply to strict policies and procedures
- Nature conservation minded

To apply for this position, send your resume and cover letter at the latest by 23 August 2021 to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (Subject "Applying for TWTIS Sr TC")