



TERMS OF REFERENCE

PROGRAMME OFFICER – Integrating Water, Land and Ecosystems (IWECo)Project

DUTIES AND RESPONSIBILITIES

The Programme Officer will work under the direct supervision of Head, Environmental Health and Sustainable Development, CARPHA in coordination with the programme officer, based at UNEP in Jamaica, to undertake the following responsibilities: -

Responsibilities

- Work with project partners, contractors and project clients to facilitate the development, implementation and evaluation of assigned programmes/projects;
- Monitor and analyze performance of assigned projects, their development and implementation;
- Review relevant documents and reports and provide technical input and feedback;
- Provide substantive technical support to consultative meetings, training workshops, seminars, conferences, etc., including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations and handling logistics;
- Participate in national, regional and international meetings, overseas missions and make presentations on assigned topics/activities;
- Provide technical support to ensure timely programme/project preparation and submissions, including progress reports, financial statements and preparation of related documents/reports;
- Facilitate synergies between projects being executed by CARPHA in particular the "Integrating Water, Land & Ecosystems Management in Caribbean SIDS" (IWEco) and Caribbean Aqua-Terrestrial Solutions (CATS) Programme and other partnerships.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Shows pride in work and in achievements; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Ability to identify priorities, work to tight deadlines, handle concurrent projects and coordinate the work of others. Develops clear goals that are consistent with agreed strategies; Monitors and adjusts plans and actions as necessary; Clear ability to plan and execute complex undertakings such as organizing international conferences.

Education

An advanced university degree (master's degree or equivalent) in environmental management, ecology, natural sciences, engineering, or a related field is required. A first-level university degree in combination with at least 3 additional years of qualifying experience may be accepted in lieu of the advanced university degree

Work Experience

A minimum of 3 years of progressively responsible experience in project/ programme management, administration or related area is required. Demonstrated experience or training in Integrated environmental management and/or marine environmental management an asset.

Languages

Fluency in English with working knowledge of a second is an asset.