

POSITION:	Programme Manager
DUTY STATION:	Kasane, Botswana
ACCOUNTABLE TO:	Executive Director
SUBORDINATES:	Include KAZA Country Liaison Officers and Technical Officers
JOB TYPE:	Contractual (3 Years)

The Organization

The KAZA Secretariat is the designate entity established by the KAZA partner countries to manage the day-to-day operations of the TFCA. Its overall mandate is to develop KAZA TFCA into a world class conservation area and premier tourism destination. This mandate is executed under the guidance of the KAZA partner countries with support from development partners and a consortium of stakeholders. The KAZA TFCA is a multi-cultural environment.

THE POSITION

This is a leadership position in the KAZA Secretariat and the Programme Manager is responsible for the Programme development and implementation as described under the heading specific tasks.

KEY RESULTS AREAS

Supported by various experts and the Executive Director the Programme Manager is responsible for providing strategic leadership across the spectrum of KAZA operations including *inter alia* biodiversity conservation, tourism business and regional development, stakeholder networking and partnerships. S/he is responsible for the delivery of the outputs of the KAZA Programme as agreed upon with Partner Countries and various stakeholders.

Key Deliverables Expected

- a) Annual Work Plans and Budgets.
- b) Multi-year implementation strategy of the KAZA Programme.
- c) Periodic Progress Reports and Technical Publications, including Monitoring and Evaluation Reports.
- d) Mission Appraisal Reports and Aide Memoires.

SPECIFIC TASKS

- 1) **Programme Development and Implementation**
 - a) Play a leading role in organising the work of the various working groups. Assist the working groups (conservation, community development and tourism) to develop their agendas and work programmes to proactively develop the joint policies and joint projects which the countries should implement to take the KAZA TFCA forward.
 - b) Lead the conceptualization, development and implementation of the KAZA development Programmes and ensure that the programme achieves the desired impact.
 - c) Responsible for the day-to-day strategic management of the KAZA Programme *inter alia* work and financial planning, procurement of goods and services, programme

coordination, monitoring and evaluation (outcomes and outputs) and progress reporting and stakeholder management.

- d) Coordinate the development and implementation of practical and innovative conservation and tourism strategies that will ensure sustainable conservation and tourism strategies that will ensure sustainable conservation and tourism implementation which will contribute to cross border and regional development.
- e) Develop and implement strategies that will enable communities to realize pragmatic returns from the KAZA TFCA.

2) **Policy Implementation**

- a) Review environmental conservation and tourism policies and legal instruments of KAZA partner countries and formulate protocols aimed at harmonizing the management of shared natural resources as well as tourism development strategies and practices of the partner countries.
- b) Advise KAZA stakeholders on the key KAZA policy and strategic issues as they relate to the development of the TFCA.

3) **Technical support and Advise**

- a) Identify and mobilize technical support required for each of the projects implemented under the KAZA Programme including procurement of consultancy services required in the execution of specialized tasks.
- b) Monitor and evaluate implementation of the KAZA Programme outputs and outcomes using qualitative indicators in the partner countries and take appropriate interventions that will ensure the programme remains on course and achieves the KAZA objectives.
- c) Collate, analyse and share information created by the programme with various stakeholders in relation to the development of KAZA.

4) **Resource Mobilization and Stakeholder Management**

- a) Assist the Executive Director and KAZA partner countries develop and implement fundraising strategies and serve as gate keeper for all funding proposals in order to ensure quality control and effective coordination of the fund-raising programme.
- b) Assist the Executive Director in nurturing relationships with development partners and other funding agencies.
- c) Translate the KAZA strategic direction to stakeholders and galvanize stakeholder support around the core business of KAZA.
- d) Represent KAZA and the interests of partner countries during negotiations and setup of various agreements related to conservation and tourism business in the TFCA.

5) **Communication**

- a) Ensure that information on projects is regularly updated on the KAZA Website.
- b) Lead the writing of reports and scientific publications on KAZA core business and other related subjects that would showcase the significance of KAZA core business and other related subjects that would showcase the significance of KAZA as a regional development programme.

- c) Support the Communications Team in raising the profile and visibility of KAZA as a conservation and tourism brand and its significance as a regional development programme and enhance its corporate image among various stakeholders in the region and at international level.

6) **Administration and Capacity Building**

- a) Act as Executive Director whenever requested to do so by COSO.
- b) Prepare various reports and working documents for submission to the KAZA governing structures and development partners.
- c) Oversee the procurement of goods and services and ensure proper management of KAZA assets e.g. motor vehicles, office and field equipment.
- d) Supervise programme staff and consultants.
- e) Develop strategies and programmes for building the capacity of government institutions, private sector and local communities through training, mentoring and coaching.



The Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA) Secretariat is the designated entity established by the KAZA Partner States to manage the day-to-day operations of the TFCA. Its overall mandate is to develop KAZA TFCA into a world-class conservation area and premier tourism destination. This mandate is executed under the guidance of the KAZA Partner States with support from development partners and a consortium of stakeholders. The Secretariat is a multi-cultural working environment.

Applications are invited from suitably qualified and experienced nationals of Angola, Botswana, Namibia, Zambia and Zimbabwe for the following positions.

PROGRAMME MANAGER

(Three-year contract)

This is a leadership position directly accountable to the Executive Director, with full delegated managerial responsibility for the management, programme development and coordination of the KAZA Secretariat. A good mix of leadership and managerial skills is essential.

Specific tasks: • Programme development and implementation • Policy implementation • Technical support and advice • Resource mobilisation and stakeholder management • Communication • Administration and capacity building.

Requirements: • A degree in Wildlife Sciences or Natural Resources Management or related scientific discipline (a postgraduate qualification will be an added advantage) • At least 10 years' experience in project/programme management • Experience in planning and managing projects that involve two or more countries • A team player with experience in managing and mentoring subordinates • Excellent and demonstrable report writing, analytical, financial management and communication skills.

Remuneration: Negotiable and competitive, based on qualifications and experience. Contracts for the positions are renewable subject to the organisational human resources policy and performance.

Successful candidates will undergo a six months' probation. Interested candidates should submit a covering letter, detailing their interest in and suitability for the position, as well as a Curriculum Vitae in English and/or Portuguese, with contact details of three references by the closing date of 01 March 2020 to: recruitments@kavangozambezi.org. Please state the position being applied for in the subject heading of the e-mail. Applications should be addressed to the Executive Director.

Only **SHORT-LISTED CANDIDATES** will be invited to attend interviews.