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## VACANCY

*WWF is one of the world's largest and most experienced independent conservation organisations, with supporters and a global network active in more than 100 countries. Our mission is to build a future in which people live in harmony with nature. We know that the well-being of people, wildlife and the environment are closely linked. That is why we take an integrated approach to our work. The WWF-Guianas programme falls under the registered Office of World Wildlife Fund (WWF) United States.*

*In the Guianas, WWF believes that Suriname and Guyana can be a beacon of hope for the world, as people chose a prosperous and sustainable future based on the unique natural heritage of their region. But Suriname and Guyana are at the crossroads, with the hard choice immediately ahead between a future that is largely based on income from natural resource exploitation at the cost of the environment and the well-being of people; or a future that is more sustainable, inclusive and low-carbon, and which includes building a new relationship between people and nature through a sustainable and post-Covid-19 economic recovery.*

*It is in this context that WWF wants to work together with the people of Suriname and Guyana to conserve our natural heritage for human well-being for now and for generations to come*

<b>POSITION NAME:</b>	Governance Coordinator
<b>REPORTS TO:</b>	Country Manager – Guyana
<b>LEVEL:</b>	Coordinator
<b>JOB FAMILY:</b>	Programme
<b>SUPERVISES:</b>	-
<b>LOCATION:</b>	Georgetown, Guyana
<b>START DATE:</b>	September 2021

### Brief background:

Do you want to contribute to Guyana by supporting government, business and civil society including communities in embracing the value and importance of nature and contribute to conserving our natural heritage?

WWF Guianas currently has a vacancy for a Governance Coordinator in the Guyana Team. Under the guidance of the Country Manager for Guyana, you will lead and take responsibility for the policy and governance portfolio. You will be responsible for efficient programme and project management, with an immediate focus on facilitating



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integration of biodiversity consideration and commitments by economic sectors as the country undergoes rapid socio-economic transformation. You will also contribute to advocacy, communication and engagement on sustainability strategies, economic incentives, and inclusive green development.

**Do these things interest you? Your detailed responsibilities will include:**

- Management responsibility for implementing a particular portfolio of work.
- Ensuring efficient, timely and correct execution of planning and control cycle for the entire portfolio under your responsibility, including delivering and proactively enabling stakeholders and partners to deliver quality results on time and within budget.
- Assistance for the design and implementation of a monitoring and evaluation system to measure the performance of assigned projects to meet the established KPIs.
- Maintenance of effective and efficient project implementation accounts to facilitate easy retrieval, identification and verification of resources and expenditures related to project activities,
- Management of partnerships with related ministries, business, and CSO network.
- Support of the Country Manager in the development and implementation of fundraising strategies, including seeking fundraising opportunities; presenting donor pitches; building and maintaining strong donor relationships; and contributing to proposals.
- Representation and effective communication of WWF Guianas vision, mission, and strategy to all stakeholders, and proactive communication and meaningful engagement with partners on issues of conservation and green development. Provision of information to, and engagement with stakeholders concerning specific initiatives and issues of the portfolio. Participation in meetings and development and discussion of project progress reports and financial overviews.
- Contribution to the adherence of WWF's Social Policies and Safeguards ensuring the management of risk in the overall portfolios and that these policies and safeguards are implemented to WWF standards on all projects within defined landscapes and seascapes.
- Collaboration with relevant members of the Suriname Team to support and design regional or common initiatives or portfolios in accordance with the WWF-Guianas Strategy.

**What we are looking for:**

- MBA, MSc or a post graduate degree in Economics, Agricultural Economics, Natural Resource Management, Sustainable Development, or other related fields, along with at least 5 years of experience engaging deeply with government, civil society, or the private sector on conservation and sustainability. Experience working with multiple sectors will be a distinct asset. Your knowledge and experience should be in areas such as natural resources economics, sustainable economies and value chains, and green enterprises and economic incentive for low carbon/green development.
- Demonstrated experience in effective project management and monitoring, including reporting and managing project budgets, delivery on time and within budget. Capacity to represent, negotiate and close deals with donors and other partners will be an asset.
- Demonstrated experience in building alliances, initiatives or platforms for change that leverage the capacity of partners.
- Deep understanding of the importance of, and commitment to working alongside local and indigenous communities to deliver the best conservation and sustainable livelihood outcomes is essential.
- Good overview of the biodiversity legal and institutional framework in Guyana would be a distinct advantage.
- Candidates who may not have postgraduate qualifications but possess extreme strong relevant credentials are also invited to apply.

**Required Skills and Competencies**



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- The successful applicant must be a self-starter with the capacity to work with little supervision.
- Evidence of agile, proactive, and conceptual thinking combined with an optimistic approach within a realistic framework.
- Excellent project management and proposal writing skills.
- Good researching skills or designing research problems and managing commissioned research.
- Understanding of politics, and capability to support and help shape public policy.
- Capability to facilitate national workshops and multi-stakeholder dialogues,
- Fluency in English is essential. A second language will be welcomed.
- Good advocacy and public relations skills. Capability in preparing advocacy and communications products, such as policy briefs, op-eds, PR materials, web stories without guidance or prompting. Excellent communication and organisational skills, including willingness to represent and speak on behalf of the organisation; strong team player and internal organisational networker.
- The successful applicant must demonstrate strong life commitment to the WWF core values of Courage, Integrity, Respect, and Collaboration. Please see annex for our Values Statement.

## **VI. Working Relationships**

**Internal:** The Governance Coordinator will work under the supervision of the Guyana Country Manager. The Coordinator is a key person within the Guyana team, with a counterpart in the Suriname team. Together, the Governance Coordinators in the two countries will form the policy team for WWF Guianas. The Governance Coordinator will collaborate with relevant members of the Guyana and Suriname Teams to support and design regional or common initiatives or portfolios in accordance with the WWF-Guianas Strategy.

**External:** Public authorities, business leaders, scientists, mass media, CSOs and local communities.

Interested candidates should submit their application letter and CV electronically to: [Humanresources@wwf.sr](mailto:Humanresources@wwf.sr)  
The application deadline is **July 14, 2021**

## ANNEX

# Our Values

We bear witness to the accelerating decline of nature and our climate, with serious consequences for life on Earth, including our own.

Because people are part of nature and our fate is intertwined, **WWF's mission is to build a future in which people live in harmony with nature**. As a science-based, nonpartisan, civil society organization, we work to conserve and restore biodiversity, the web that supports all life on Earth; to reduce humanity's environmental footprint; and to ensure the sustainable use of natural resources to support current and future generations.

We celebrate and respect diversity in nature and among the people, partners, and communities with whom we work. **Across the many cultures and individuals that represent WWF, we are unified by one mission, one brand, and one common set of values:**

### COURAGE

We demonstrate courage through our actions, we work for change where it is needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.

### INTEGRITY

We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on facts and science to guide us and to ensure we learn and evolve.

### RESPECT

We honor the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.

### COLLABORATION

We deliver impact at the scale of the challenges we face through the power of collective action and innovation.