



## WWF MESOAMERICA JOB DESCRIPTION

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**Job title:** Terrestrial Biodiversity Officer, Belize Office  
**Job Family:** Program  
**Career Level:** Officer  
**Reports to:** Conservation Director, WWF Guatemala/Mesoamerica  
**Revised date:** September 1st, 2021

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We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the **WWF Core Values**:

**COURAGE.** We demonstrate courage through our actions, we work for change where it's 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 that 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.

### **I. Main Function**

The Terrestrial Biodiversity Officer in Belize will be responsible for coordinating and implementing technical and logistical activities of WWF projects associated to the conservation of terrestrial biodiversity, especially the jaguar, within the framework of WWF Guatemala/Mesoamerica's Strategic Plan and global goals of WWF. This includes conservation of critical habitats and prey for priority species, protected area management, human-wildlife interactions and conflicts, sustainable management of productive areas, biological corridors, sustainable alternative livelihood activities with communities, promoting public policy, reducing illegal wildlife trade, research, and biological monitoring, among others.

The person selected for this position will collaborate with other WWF Guatemala/Mesoamerica and WWF network programs, as well as with stakeholders relevant to species conservation, such as the productive sector, local governments and communities, ministries, other government institutions, among others.

### **II. Key Responsibilities**

1. Implement technical, administrative, and coordination activities according to the workplan established in each assigned project in the countries under the office's administration (Belize, El Salvador, Guatemala, Honduras, Nicaragua, and Costa Rica).
2. Follow and comply with the policies and procedures established by WWF Guatemala/Mesoamerica.
3. Ensure an effective and timely implementation of programmed activities in the workplans established for each of the projects under his/her coordination.

4. Deliver in a timely manner the technical products and reports of each project and activity under his/her responsibility, adhering to English and Spanish rules where appropriate, technically complete, and including all sections required by WWF Guatemala/Mesoamerica and those established by the donor.
5. Coordinate and carry out workshops and meetings needed to achieve the expected products and results of the projects under his/her responsibility.
6. Identify and select adequate consultants and organizations to develop and implement specific technical work.
7. Elaborate the terms of reference for specific technical work.
8. Coordinate and supervise the consultants and subgrantees that carry out specific technical work in each of the projects under his/her responsibility, as well as review and approve the products of each consultancy.
9. Participate in WWF Guatemala/Mesoamerica planning activities when required.
10. Support fundraising efforts of the WWF Guatemala/Mesoamerica office related to terrestrial biodiversity conservation by:
  - o Identifying opportunities aligned with the 2021-2026 strategic plan of the WWF-Guatemala/Mesoamerica office and the WWF 2020-2030 jaguar strategy.
  - o Support project formulation, including reach out to other organizations and collaborators and proposal writing.
  - o Provide necessary information for fundraising efforts.
  - o Define logical frameworks, workplans, necessary resources, budgets, etc. of proposed projects when necessary.
  - o Write project proposals.
11. Responsibly represent WWF Guatemala/Mesoamerica at events, forums, and meetings related to project activities or when required.
12. Regularly interact and promote the involvement of key stakeholders, including local governments and communities, technical and academic groups, universities, NGO's, private sector, national government agencies, among others, to coordinate efforts for terrestrial biodiversity conservation, especially regarding the jaguar.
13. Coordinate and collaborate with key stakeholders, including civil society organizations, the private sector, communities, and related authorities, when the implementation of activities under his/her responsibility require it.
14. Carry out other activities and comply with other responsibilities that may be assigned by his/her immediate supervisor or by the Regional Director of WWF-Guatemala/Mesoamerica for the successful implementation of the program.
15. Provide information and support the design of brochures, posters, and other communication materials, in English or Spanish, developed by WWF-Guatemala/Mesoamerica.
16. Compile and share final versions of all documents, including technical reports, of ongoing or concluded activities or projects with WWF Guatemala/Mesoamerica.
17. Develop periodic monitoring activities designed to quantify the advances of project and program indicators.
18. Represent WWF Guatemala/Mesoamerica in meetings of thematic groups of the WWF Network, including meetings of the different WWF Practices, the jaguar group, among others.
19. Participate in trainings, webinars, etc. to continuously improve his/her technical and administrative capacities.
20. Directly coordinate with the Conservation Director to execute the technical work associated to the planning and implementation of specific activities and work plans of the projects, budget preparation and management, monitoring and evaluation and reporting.
21. Directly coordinate with the Conservation Director, receive support from the Financial and Administrative Manager of WWF Guatemala/Mesoamerica, and coordinate with administrators from the field offices to comply with administrative procedures, office policies and the adequate budget execution of all projects and initiatives under his/her supervision.
22. Interact regularly with the WWF Guatemala/Mesoamerica team, through specific projects and activities and with colleagues from WWF Mexico, WWF-US and other offices of the WWF Network to manage and implement projects and to achieve an effective implementation of the program.
23. Establish and maintain regular and adequate contact with personnel from collaborating organizations, strategic allies, and beneficiaries, as well as consultants and other consulting service providers.

### **III. Minimum Qualifications**

- Citizen of Belize or from another country with residence and working permit in Belize.

#### **Education and Experience**

**Knowledge:** B.Sc. in biology, environmental sciences, or similar degrees; preferably with graduate studies in natural resource management or wildlife conservation, with an emphasis on jaguar research and conservation.

#### **Experience:**

- At least 5 years of experience in project management and/or coordination, including: achieving expected results and goals, integrating and leading multidisciplinary teams; working as part of a team to implement projects; coordinating activities and collaborating with relevant stakeholders such as government authorities, donors, partners, beneficiaries, communities, non-government organizations, etc.; creating alliances with multiple actors at a local and national level; conflict management and resolution; preparing proposals and budget management; and consultants and grantees supervision.
- At least 5 years of experience in the implementation of international and/or national projects related to terrestrial biodiversity conservation, and/or other endangered species.
- At least 5 years of experience in jaguar conservation projects.
- Experience leading and coordinating participatory processes.

#### **Skills and Abilities**

- Diplomatic skills to establish effective collaborations with relevant actors, partners, authorities, strategic allies, and donors.
- Ability to supervise and manage consultants and subgrantees.
- Discipline to implement established procedures and policies.
- Organizational skills and creativity to propose improvements to projects and resolve conflicts.
- Proactive and stable personality.
- 100% Bilingual (English-Spanish) written and oral.
- Knowledgeable in the use of Microsoft Office.
- Availability to travel within Guatemala and Belize, as well as to travel to other countries when necessary.
- Independent working habits focused on objectives and/or results.
- Preferably with knowledge and skill using Geographic Information Systems (GIS).
- Identifies and aligns with WWF's core values: Courage, Integrity, Respect, and Collaboration:
  - Demonstrates courage by speaking up even when it is difficult, or unpopular.
  - Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
  - Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
  - Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individuals.

#### **How to Apply:**

Interested candidates must submit CV, a letter summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of ID, salary history and salary expectation for this position and two labor references as a single PDF document to Viky Maldonado ([vmaldonado@wwfca.org](mailto:vmaldonado@wwfca.org)) **Application Due Date:** Friday September 24, 2021.