Title: Programme Coordinator KSLCDI/Senior Natural Resource Management Specialist

Programme: Transboundary Landscapes

Background

[The International Centre for Integrated Mountain Development (ICIMOD)](http://www.icimod.org/?q=abt&page=abt) is a regional intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the [Hindu Kush Himalayan (HKH) region](http://www.icimod.org/?q=1137) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Our aim is to influence policy and practices to meet environmental and livelihood challenges emerging in the HKH region. To do this we bring together researchers, practitioners, and policy makers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and encourage regional collaboration. ICIMOD delivers impact through its six [Regional Programmes](http://www.icimod.org/?q=9117)of Adaptation to Change, Transboundary Landscapes, River Basins, Cryosphere and Atmosphere, Mountain Environment Regional Information System, and Himalayan University Consortium (emerging). These regional programmes are supported by the four [Thematic Areas](http://www.icimod.org/?q=9119) of Livelihoods, Ecosystem Services, Water and Air, and Geospatial Solutions and underpinned by Knowledge Management and Communication. ICIMOD seeks to reduce poverty and vulnerability and improve the lives and livelihoods of mountain women and men, now and for the future.

The [Transboundary Landscapes Regional Programme](http://www.icimod.org/?q=9121)aims to improve the conservation and management of transboundary landscapes in the HKH region for sustaining ecosystem goods and services to improve livelihoods and to enhance ecological integrity, economic development, and socio-cultural resilience to environmental changes. By working at the regional level, ICIMOD addresses national and regional, upstream and downstream concerns. The programme works to improve cooperation among the countries in the region toward sustainable and inclusive ecosystem management in identified landscapes for enhanced and equitable livelihood benefits, contributing to global conservation agendas. The regional programme is people-centric and provides platforms for more effective testing of innovations with regional partners and, based on the learning, contribute to integrative research and policy-relevant advice where it matters. ICIMOD and its partners have identified seven transboundary landscapes for programmatic cooperation. Among these the Kailash Sacred Landscape Conservation and Development Initiative (KSLCDI) between China, India, and Nepal is currently in the implementation phase.

Responsibilities and tasks

The Programme Coordinator manages and coordinates the initiative under the supervision of the Regional Programme Manager. S/He is responsible for delivering results and impacts of the initiative, including partnership development, operational planning, implementing, and monitoring all activities, preparing the annual budget and monitoring expenditure, and coordination and communication with partners and stakeholders. The Programme Coordinator will ensure the development of relevant knowledge management mechanisms and networks as well as documentation, packaging, dissemination, and outreach activities of the initiative.

Responsibilities and Tasks

More specifically, the Programme Coordinator having a robust background in mountain-specific natural resource management will have the following responsibilities:

1. Programme management and coordination:

Be responsible for the overall management of the initiative, including implementation of annual plans and timely delivery of milestones, outputs, and outcomes

Ensure multidisciplinary integration, as well as integration with the partner organizations, to ensure relevant uptake of science in policy and practice

Contribute to the regional programme’s strategic outcomes and objectives for uptake of outputs and scaling up by partners and immediate stakeholders

Develop and coordinate technical consultations, workshops, pilot interventions, action research and capacity building activities with partners and other stakeholders

Technically supervise and support KSLCDI partners in the field

2. Programme planning, monitoring, and reporting:

Coordinate the planning, budgeting, implementation, monitoring, and reporting of the initiative; prepare the annual work plan and budget for the initiative

Identify and implement appropriate monitoring mechanisms

Be responsible for the financial status of the initiative

Prepare technical reports for the initiative as per the institutional and donor requirements

Actively participate in and provide inputs to ICIMOD’s strategic planning process

3. Team and capacity building:

Identify the appropriate mix of staffing needs for the initiative; develop work assignments for individual team members, including expected outputs and deliverables; monitor individual assignments and provide feedback

Manage and develop teamwork within the initiative by providing appropriate levels of accountability, responsibility, and authority

4. Communication and outreach:

Ensure documentation of outputs, knowledge products and effective dissemination of results and findings to policy makers at various levels and to international communities

Support existing and foster new networks of stakeholders

Develop and maintain a constructive dialogue with different groups of stakeholders in the region and beyond

Represent ICIMOD, publish and make conference presentations as relevant

5. Collaboration and partnership development:

Contribute to the selection of partnerships with national, regional, and global stakeholders

Act as a focal point for communication with the donors and organize steering committee meetings and other regional workshops and events

Develop and maintain partnerships with relevant institutions; liaise and communicate with them to ensure coherence and convergence of the programme outcomes

Ensure that the role and participation of women are effectively integrated within the programme

Adhere to institutional norms and practices as per partnership strategy and guidelines

6. Work as a team player within ICIMOD to support and promote institutional goals and perform other duties as assigned/requested by the Regional Programme Manager and/or Senior Management.

Minimum Qualifications

Postgraduate degree, preferably Ph.D, in a relevant field of study (environmental/natural sciences, natural and water resources management, etc.).

At least 10 years of work experience in the programme-relevant specialization, of which over 30% is preferably delivered in the field in programmes in the Hindu Kush Himalayan region that adopt a landscape-based watershed or natural resource management approach; have a conservation and development focus; and are implemented in a participatory mode.

Five years of experience in leading interdisciplinary teams preferably in a multi-cultural environment.

Experience in the management of large-scale research/development programmes, particularly on participatory natural resource and watershed management, especially with major international donors such as GIZ or DFID.

A proven track record in promoting and supporting gender equity and inclusiveness as well as good governance in the management of mountain natural resources.

Competencies

Knowledge: Possess thorough understanding and knowledge on subjects related to ecosystem management and landscape approaches, with the ability to represent the Centre in international forums

Management and coordination: The ability to plan and manage projects/programmes on the operational level, including day-to-day financial management, task delegation and supervision, and monitoring and evaluation

Networking/stakeholder management: The ability to identify relevant partners, maintain existing linkages, and effectively communicate with stakeholders on different levels, build capacity, and negotiate in case of conflicting issues

Communication and outreach: Excellent communication and writing skills and the ability to effectively present, explain, and discuss complex ideas, listen to and convince others and integrate ideas from different people and sources

Results/impact orientation: Proactive approach within and outside the organization to generate concrete results on the output level; seek opportunities to transform output to outcome and impact, preferably with good knowledge on ‘Theories of Change’

Social/team competency: The ability to work effectively and smoothly within the team with intercultural sensitivity and the ability to manage team conflicts; contribute to establishing commitment among team members. Skill in working with colleagues and collaborators of different national, gender, and cultural backgrounds

Report and proposal writing: The ability to prepare project proposals and progress reports for submission to ICIMOD sponsors, contribute to successful proposal writing/development.

Duty Station

The duty station is Kathmandu with regular travel to KSLCDI areas in the region.

Duration

Three years, of which the first six months is probation.

Starting Date

As early as possible, preferably by 1 June 2014.

Remuneration

Salaries and benefits of ICIMOD are competitive compared to other regional organizations;

Gender and Equity Policy

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender fair policy and is supportive of working women. It operates a Day-Care Centre at the campus and is committed to gender mainstreaming at the organisational and programmatic levels.

Method of application

Applicants are requested to apply online before 16 April 2014 through [ICIMOD's Online Application System](http://www.icimod.org/cvmgmt).

Only shortlisted candidates will be notified.