

## **C3 Programme Officer**

**Job Type:** Full-time permanent position

**Location:** Northern Madagascar and Fiji

**Closing date:** 1 Oct 2010

### **Description:**

C3 currently has vacancies for three Programme Officers (specializing in Research, Fieldwork or Administration) for its expanding international programmes which focus on long-term coastal resource management initiatives.

Our work employs local environmental knowledge in combination with conventional scientific research and has a strong emphasis on community involvement and capacity-building.

Working closely with the national government, local and international research institutions and community groups, our programmes develop and implement sustainable actions for marine biodiversity conservation and economic development in marginalized regions.

### **Position Responsibilities**

The C3 Programme Officer will be responsible for the management of the organization's work in the relevant country/ies. S/he will work both independently and as a part of an international team depending on the particular assignment. Specific tasks include, but may not be limited to:

1. management of the research, training, and outreach components of the programme
2. supervision of the work schedule for programme personnel and training local partners
3. administration and control of project budgets, ensuring that funds are spent appropriately and accounted for accordingly
4. production of the programme newsletter, awareness-raising and training materials
5. liaison with local partners
6. ensuring the health and safety of all personnel involved in the programme and the security of field equipment

### **Supervisory Responsibilities**

The C3 Programme Officer will be responsible for the supervision of international interns, local students and personnel.

### **Working Conditions**

The C3 Programme Officer will work standard British office hours at our head offices in Madagascar and Fiji although many assignments will require additional working hours or

international travel. Twenty days holiday per annum will be provided.

#### Contract Period

The initial contract period is for 12 months (extendable), beginning in November 2010, with the possibility of extension and/or promotion. The contract will begin with a probation period of three months.

#### Training

The C3 Programme Officer will receive extensive training in Egypt prior to departure.

#### Remuneration

The C3 Programme Officer shall be provided with a local salary, food and accommodation (private room) and project-related costs whilst working for the programme. The Programme Officer may also be entitled to performance-related bonuses.

Please see [www.c-3.org.uk/employment.php](http://www.c-3.org.uk/employment.php) for further details and specific requirements before applying.

Applicants should send a CV and cover letter to Melissa Hauzer at [vacancies@c-3.org.uk](mailto:vacancies@c-3.org.uk) by 1st October 2010. Shortlisted candidates must be available for interview in London in mid-October.

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Melissa Hauzer  
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Community Centred Conservation (C3)

[c-3.org.uk](http://c-3.org.uk)

To develop conservation efforts worldwide by building the capacity of local individuals and institutions through grassroots research and training initiatives