Vacancy: REDD+ Regional Project Advisor (Pacific Islands)

Can you effectively link theory to good practice in a complex development environment?

Live & Learn, a dynamic and rapidly growing regional environmental NGO, is seeking an experienced expert in climate change, REDD+ and sustainable community development. This position will provide support and training to our Pacific Island REDD team, to ensure REDD projects are delivered effectively and equitably. The position is full time for 2 to 3 years (negotiable) and will be based in Vanuatu (preferably) or Fiji, with extensive travel to field sites in both countries. Occasional travel to the Solomon Islands and Papua New Guinea will also be required.

The position is part of Live & Learn’s regional REDD+ project, which is funded by the European Union. The project aims to pilot and demonstrate effective models for governance and implementation of REDD+ in Melanesia that provide equitable benefits for forest-dependent local and indigenous people.

Responsibilities of the position include:

- Assist local Pacific Island staff to develop an excellent working knowledge of climate change, REDD+, cooperative governance and business management in the context of REDD+

- Provide guidance and assist local staff in the on-ground delivery of the REDD+ project, with a focus on enabling forest dependant indigenous people to participate in and benefit from REDD+

- Assist with monitoring and evaluation

- Build networks and partnerships with the government and other agencies

- Assist with the management of contracts and consultants, including ensuring that skills and knowledge are transferred to local staff
Capture and share lessons learned with policy makers nationally and internationally

‘Trouble-shooting;' Provide guidance & assist local staff to manage & seek resolution to issues that may arise and impact on the project (e.g. conflict, legal issues, etc)

Applicants are required to submit a written application that addresses the 10 selection criteria. You are also required to supply a curriculum vitae providing a complete history of your working/academic career. **Applications must be received on or before Monday 19th September 2011.**

All applicants need to provide the contact details for three professional referees.

For further information please contact:

Robbie Henderson
Manager Climate Change Mitigation programs
Ph: +61 8 8952 3924

Email: robbie.henderson@livelearn.org

*Live & Learn Environmental Education’s mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilisation and supportive partnerships.*

**Position Description**

*Live & Learn Environmental Education*
**Remuneration:** Negotiable up to a maximum of 50,000 EUR P/A (+ on-costs)

**Eligibility:**
- Pacific Islanders are encouraged to apply
- Position also open to citizens of EU member states and OECD countries (includes Australia & New Zealand)

**Location:**
- Vanuatu with regular travel to Fiji and occasional travel to other Pacific Island countries
- Location in Fiji (Suva) negotiable

**Purpose:** Provide assistance to the regional project manager to:
- Support and build capacity of Live Learn’s Pacific Island staff to ensure the REDD+ project is standard and achieves the project objectives as stated in the project proposal
- Support the development of a regional Live & Learn REDD+ team and opportunities to scale projects in the Pacific

**Duties and Responsibilities:**
1. Assist local staff to develop an excellent working knowledge of climate change and REDD+, environmental governance and business management in the context of REDD+.
2. Ensure implementation of all project activities is consistent with ‘best practice in REDD+’ internationally and nationally.
3. Provide guidance and assist local staff in the on-ground delivery of key components of the REDD+ project, including but not limited to: (a) Governance of community cooperatives, (b) Business / financial management in the context of REDD+, (iii) Management of land for REDD+
4. Assist with the management of contracts and consultants, including ensuring that skills and knowledge are transferred to local staff.
5. Assist in the development and implementation of the ‘Money story’ business management system in communities.
6. Assist with preparation of reports to donors and other stakeholders.
7. Assist with the development and implementation of the communications and visibility plan.
8. Build networks and partnerships with the government and other agencies in accordance with the objectives of Live & Learn, including with government and non-government organizations and communities.
9. Assist with implementation of monitoring and evaluation to ensure activities achieve their objectives; timely action is taken where objectives are not being met.
10. ‘Trouble-shooting;’ Provide guidance & assist local staff to manage & seek resolution to issues that may arise and impact on the project (e.g. conflict, legal issues, etc).

**Reports Directly to:**
- REDD+ Regional Project Manager (Manager Climate Change Mitigation Programs) on matters specific to REDD+ project design, implementation and evaluation
- Pacific Regional Program Manager on all other matters

**Directly Supervises:**
The position is primarily technical, however will provide management assistance. When directed by the project manager this role will have delegation to supervise:
- REDD+ Project Coordinators (x2, Vanuatu & Fiji)
- REDD+ Project Officers (x2, Vanuatu & Fiji)
| Internal Personal Contacts With: | • Live & Learn Director  
|                                   | • Live & Learn Country Managers  
|                                   | • Volunteers/ Advisors  
|                                   | • Live & Learn staff in the Pacific and Australia  
| External Personal Contacts With: | • Villages participating in REDD+  
|                                   | • ‘Partner’ organizations (e.g. GTZ)  
|                                   | • Consultants engaged on the REDD+ project  
|                                   | • Peak National committees on climate change (e.g. NACCC)  
|                                   | • Government and non-government organisations  

**Live & Learn’s Mission and Purpose:**

Live & Learn Environmental Education’s mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilisation and supportive partnerships.

**EU REDD+ Project**

The EU REDD+ project aims to pilot and demonstrate effective models for governance and implementation of REDD+ in Melanesia that provide equitable benefits for forest-dependent local and indigenous people.
REDD+ stands for ‘reduced emissions through deforestation and degradation,’ and the plus refers to reforestation and aforestation activities. Tropical deforestation and forest degradation is responsible for around 20% of annual global greenhouse gas emissions (this is higher than annual global emissions from transport). This project will test a community-owned model of REDD+ to provide incentives for forest owners to conserve forest, reduce emissions and obtain sustainable development benefits.

This project will pilot two sites (one in Vanuatu and one in Fiji), where forest owners will be enabled to derive economic and social benefits from reforestation of degraded land and forest conservation. The projects will also provide various co-benefits for participating communities, including (i) conservation of biodiversity; (ii) sustainable use of non-timber forest products (iii) enhance environmental sustainability and community resilience to climate change; (iv) and maintaining cultural practices and preserving cultural identity.

**Selection criteria**

(In your application you should address selection criteria using the headings below)

1. **Work Organisation:**

   Able to plan, organise and monitor tasks at strategic, programming and project while maintaining a clear focus on sustainable outcomes. Able to coordinate a range of complex tasks simultaneously. Able to effectively prioritise and organise own workload.

2. **Work Knowledge:**

   A post-graduate qualification in a relevant area. Understanding of the socio of developing countries. Understanding of sound sustainable development practice. Detailed knowledge of climate change and REDD-develop such knowledge.

3. **Work Experience:**

   Demonstrated understanding of Pacific Island culture (focusing on and governance from national to local level; proven ability to effective development opportunities with local realities. Experience working in the country is desirable. Experience in policy development and strategic planning. Experience in undertaking and appraising project evaluations. Proven experience of building effective cross-cultural relationships. Experience working in organisational and professional development around
management systems. Experience of international representation

4. Research/Analysis:
Excellent rigorous analytical skills. Demonstrated ability to undertake analysis of trends, issues, options and constraints that lead to sound strategic REDD+ level. Social impact analysis and evaluation skills.

5. Team Work:
A willing, inclusive and respectful team player able to contribute effectively to lead teams. Ability to work with consensus decision-making.

6. Strategic/Professional Leadership:
Has the ability to provide strategic leadership to peers, to Live & Learn, and to the wider sector. Is able to identify important trends and issues in REDD+ strategies in line with sound analysis.

7. Communication:
Excellent negotiation and conflict management skills, including ability to work with senior customary leaders on sensitive issues (e.g. issues concerning land).

8. Problem Solving:
Demonstrated understanding of the risks, challenges and opportunities faced by rural Pacific Islanders (focusing on Vanuatu and Fiji) to manage communally owned resources for income generation. Can identify issues that are likely to be sensitive and develop appropriate responses based on sound judgment. Has the ability to manage through crisis situations in a calm and confident way. Excellent problem identification and analysis skills and sound judgment at a strategic level.

9. Interpersonal:
Is able to develop professional relationships of trust and confidence. Negotiate and consult effectively. Able to develop equitable partnerships. Work effectively in a cross-cultural environment.

10. Other
Must be able to obtain Police clearance. Must have computer competency. Able to travel regularly within Fiji and in Vanuatu (including to rural areas) and occasionally to other countries.

Personal Qualities

- Maturity of judgement, flexibility, creativity, responsiveness, initiative, ability to empower others, ability to follow through, ability to take a considered approach, ability to work within systems, openness to learning, a sense of humour, a personal commitment to international development.
The applicant is required to submit a written application that addresses the 10 selection criteria. You are also required to supply a Curriculum Vitae providing a complete history of your working/academic career. Applications must be received on or before Monday 19th September 2011.

All applicants need to provide the contact details for three professional referees.

**Addressing the Selection Criteria**

This document is the most important part of your application.

Addressing the 10 selection criteria is your opportunity to demonstrate to the panel your experience, knowledge and skills relevant to the position.

Applicants must address all the Selection Criteria, as specified above, in a detailed and job tailored written submission. (It is not sufficient to submit only a general resume). For example applicants should aim to write a brief (say ½ - 1 page) statement on each criterion. You should aim to explain your experience to that criterion, identify how you possess those skills or knowledge, and identify events/projects where you have used these attributes.
It is advisable to use each of the 10 selection criteria as a heading and logically set out your claim for the position, and use specific examples to demonstrate that you do meet the requirements of the position. Applicants should address both the essential & the desirable criteria in their written applications. To be considered for an interview, applicants will usually be required to demonstrate in their written application that they meet the essential selection criteria; however, ability to meet the desirable criteria may also be taken into consideration.

**Curriculum Vitae**

In addition to addressing the Selection Criteria, you should supply a Curriculum Vitae providing a complete history of your working/academic career. Your Curriculum Vitae should include the following:

- Personal details such as place of residence, contact telephone numbers, residency status;
- Details of your academic and/or professional training;
- A brief description of work experience, documented from most recent to least recent;
- Copy of your qualification(s);
- Description of your achievements or accomplishments relevant to the position.

**Submitting your application**

Please send a full CV with 3 referees and document addressing the selection criteria marked ‘Confidential’ to Live & Learn Environmental Education, PO Box 2796, NT 0871, Australia. Or email to robbie.henderson@livelearn.org

Please note that late applicants will not be considered.
Preparing for an Interview

The following information is provided to assist you in your preparation if you are selected for interview:

• If you are contacted for an interview always ask who will be on the selection panel and what each member’s job title is. This will provide you with some familiarity with the panel. Panels will typically comprise three people but this may vary according to the position.

• Please bring your original documents (ie. Degree, Diploma) to the interview for sighting.

• It is possible that the selection panel may also ask you to take a test or perform an exercise as well as interview you. You will generally be informed prior to the interview if an additional form of assessment will be used.

• The questions asked in the interview will always relate to the selection criteria for the position, and each applicant will be asked the same questions.

• To prepare yourself for interview questions, read the Job Description Form, selection criteria, and your application carefully. Then focus on the selection criteria and think of specific examples where you applied the relevant skills and abilities. You may also want to think about the duties of the position, how you would perform them and what problems you may encounter.

• If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

During the Interview

• Never assume that a panel member knows your suitability for the position.
• Always ask for clarification on a question if you do not understand the question or are unsure of the information the panel is seeking.

• Do not feel compelled to answer straight away and where possible, relate your answer to your own experiences. Answer questions fully.

• Feel free to ask the panel any questions relevant to the position or the organisation.

Further Information

For further information please contact:

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