



Program Manager - Climate Change Adaptation Wildlife Conservation Society Papua New Guinea Program

Position Objectives:

To oversee the implementation of the 'Strengthening the ability of vulnerable island communities in Papua New Guinea to adapt to climate change' project ('CCA project') in Manus Province, Papua New Guinea (PNG). To provide technical advice to the Wildlife Conservation Society Papua New Guinea Program (WCS-PNG) and government and non-government partners on climate change issues. Ensure the implementation of CCA field activities; coordinate financial and administrative support for field activities, facilitate coordination with the WCS Country and Marine offices and implementation partners, AusAID and PNG government.

Principal Responsibilities:

In consultation and coordination with the Director of the WCS-PNG Program and Director of the WCS PNG Marine Program:

1. Establish and manage the CCA project office in Lorengau, Manus Province. With implementation partners, design and implement CCA project activities;
2. To provide technical advice to the WCS-PNG and government and non-government partners on climate change issues and participate in Technical Working Groups on climate change;
3. Coordinate and support the technical, logistical, administrative and financial management of CCA project activities;
4. Train, manage and assist CCA project staff (e.g. Logistics Manager, Community Facilitators); promote teamwork and provide feedback to staff; ensure proper collection, analysis and publication of field data; review and evaluate field reports and project documents;
5. Create or update CCA project documents, and other materials. Take the lead in producing CCA project reports and other required documents (e.g., work plans, implementation plans, annual reports, budget reports) for WCS and AusAID on schedule;
6. Act as appropriate as a liaison between WCS PNG country office, marine office, implementations partners (e.g. Oxfam, Research and Conservation Foundation of PNG), sub-national government, Office of Climate Change and Development (OCCD) and other project partners;
7. Write and publish documents, reports, and technical papers;
8. Contribute to, enlarge and uphold the Society's policies towards Equal Employment Opportunities for women, minorities, veterans, the handicapped, and other protected groups.

Qualifications, skills and experience

Applicants should have PhD or Masters degree and experience in a field related to climate change adaptation or the conservation of biological diversity, preferably in a Melanesian or developing-world context; 3 years minimum of management experience (e.g., managing large budgets, staff and liaison with government) in adaptation/conservation/development programs; ability to foster teamwork within the program; excellent interpersonal and communication skills with good technical writing skills; ability to work in a range of cultural contexts. The position is based in Lorengau, Manus Province, PNG, but with considerable travel to the field, country office in Goroka and Port Moresby, PNG.

Schedule and Compensation

The position is expected to entail 12 months of work from February, 2012. The position reports to the Director of the WCS PNG Program. Salary commensurate with qualifications and experience.

Please apply before 31 January 2012 with a cover letter and CV with subject "Climate Change Manager PNG" to rsinclair@wcs.org