



AFRICAN WILDLIFE FOUNDATION®

## PROGRAM DESIGN OFFICER

The African Wildlife Foundation (AWF), an international conservation organization is seeking a highly qualified, talented and motivated Programme Design Officer (PDO) to help design the next generation of conservation projects in East Africa. This position will be based in our Headquarters in Nairobi. This position will work very closely with the Director of Programme Design, other members of the AWF Programme Design team, the field-based Heartland teams, other key Program staff and AWF finance and administration staff.

### Key Accountabilities - Duties and Responsibilities:

- ◆ Generate funding from official/professional sources; support development of regional and local donor relationships, US-based fundraising initiatives; prepare and submit proposals.
- ◆ Support effective grant management by providing general support to Maasai Steppe, Samburu and Kilimanjaro Heartlands with management of existing grants; support three-year funding strategy preparation, pipeline tracking, grant planning and financial tracking of ongoing grants.
- ◆ Analysis, learning, knowledge management and communications - support sound documenting of lessons learned & best practice in AWF, provide and or prepare digests of programme information written to different target audiences including “success stories” from the Heartlands, and short communications for AWF’s internet, intranet and newsletter(s) and support preparation of technical publications as requested.
- ◆ Support annual budgeting and planning processes, contribute to the evolution of the Programme Design function within AWF and represent AWF in international and local fora, as requested.

### Key Skills, Experience and Knowledge

- ✓ Reputable Undergraduate and Postgraduate (MBA, MSc or PhD) qualifications required in relevant fields: including economics, business management, conservation, natural resource management, rural development.
- ✓ Experience of working at a responsible level in conservation, including direct experience of conservation in Africa, and strong track record in raising significant volumes of restricted funding.
- ✓ Demonstrable experiencing of effective fundraising, donor presentations and policy dialogue.
- ✓ Up-to-date understanding of current bilateral and multilateral donor agencies’ and professional foundations’ priorities would be considered an additional advantage.
- ✓ Excellent interpersonal skills including the ability to negotiate and manage donor relationships;
- ✓ Proven ability to conceptualize and write project documents (including budgets, logframes, and work plans) and reports.
- ✓ Ability to communicate effectively with a wide group of partners, including proactive sharing of information and reporting;
- ✓ Advanced computer and internet skills;
- ✓ Ability to work as part of a team and independently;
- ✓ A flexible, multi-tasker who meets deadlines.
- ✓ Fluency in written and spoken English essential. Fluency in French a strong advantage. Fluency in Kiswahili and other African languages also an advantage.

A full job description is available at [www.awf.org](http://www.awf.org).

Interested candidates should forward a 2-3 page CV, cover letter and a sample of their written work to Senior Human Resources officer at [HumanResources@awfke.org](mailto:HumanResources@awfke.org) by **September 15, 2009**. Only short listed candidates will be contacted.

AWF is an equal opportunity employer and female candidates are encouraged to apply.