



Employment Advertisement for Position of Programme Intern – Environment and Natural Resources (PI-ENR)

Environmental Alert was founded in **1988** and this year (**2018**) marks **30 years** of contribution to improved livelihoods in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. Environmental Alert is officially registered with the NGO Board as a Ugandan non-governmental organization, and incorporated as a company limited by guarantee. Environmental Alert is governed by an independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization. Further information about Environmental Alert is available at: <http://envalert.org/>

Environmental Alert is implementing her **10 years strategic plan** since **2016**. A popular version of the plan is available at: <http://envalert.org/wp-content/uploads/2015/09/Summary-of-EA-strategic-plan-for-2016-to-2025.pdf>

The vision and mission statements of Environmental Alert are as follows:

Vision- *'Resilient and dignified communities, managing the environment and natural resources sustainably.'*

Mission – *'Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management and food security for targeted communities through empowerment and policy engagement.'*

Environmental Alert seeks to fill one vacant position of the **Programme Intern – Environment and Natural (PI-ENR)**

A: Overall Responsibility

The **PI-ENR** is responsible for supporting effective Environmental Alert Programme development and implementation.

B: Specific duties:

- i) Support implementation of Environmental Alert's Environment and Natural Resources technical plans and ensure that reports are produced in a timely manner and are of high quality;
- ii) Participate in planning, coordination and management of Environmental Alert's Environment and Natural Resources programme in line with the organization's strategic plan, 2016-2025;

- iii) Support the mainstreaming of gender into the Environmental Alert's Programme;
- iv) Participate in Environmental Alert programme development and resource mobilization to tap into emerging issues (opportunities and challenges) in the operating environment;
- v) Participate in monitoring and evaluation of program interventions to track progress in respect to project and program commitments at outcome level as part of the process and requirement for reporting to development partners, Environmental Alert Management and the Board of Directors;
- vi) Support documentation of experiences generated from activity implementation and sharing within Environmental Alert and its partners;
- vii) Represent Environment Alert in meetings and other activities as may be directed from time to time by the Executive Director;
- viii) Perform any other duty as may be assigned by his/her immediate supervisor.

C: Essential requirements:

- i. Relevant Bachelor's Degree (*Forestry, Agriculture, Environment and Natural Resources, Sustainable Land use and Management,...*) is preferred;
- ii. A good understanding of Uganda's Environment and Natural Resources policies/programmes formulation landscape/process and excellent skills in policy analysis is an added advantage.

D: Experience:

- i. At least one years' experience in development work, with exposure to sustainable environment and natural resources at community, local and national levels;
- ii. Knowledge of National policy formulation and implementation processes;

E: Languages: Excellent written and spoken command of English.

F: Competencies:

- i. Good conceptual ability, excellent writing, presentation and communication skills;
- ii. Good knowledge and experience regarding gender mainstreaming;
- iii. Good moderation, facilitation and training skills;
- iv. Ability to work in a team and good interpersonal skills;
- v. Good organizational and leadership skills;
- vi. Ability to deal with people with tact and diplomacy;
- vii. Ability to work independently with minimum of supervision;
- viii. Ability to work under time pressure and meet deadlines;
- ix. Ability to work in diversified environments;
- x. Ability to use a computer, application and use of basic computer programmes such as Microsoft word and excel.

G: Duty station: Environmental Alert's Kampala Office (Located in Kabalagala) with frequent travel to Environmental Alert's programme areas in the rest of the country.

H: How to apply:

EA is an equal opportunity employer and the position is available for filling at the earliest possible opportunity. Thus, qualified women and men are encouraged to apply.

Interested individuals should send their applications to the **Executive Director, Environmental Alert**, P.O. Box 11259, Kampala. Uganda. Or E-mail to: **ed@envalert.org** with a copy to **joszake@gmail.com** or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road).

Applications should be delivered not later than **15th October 2018**.

The application should include: *an application letter describing why you believe you are best suited for the job (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e-mail address and names of three referees.*

Only short listed candidates will be contacted.