



## Employment Advertisement

Environmental Alert (EA) 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. EA is officially registered with the NGO Board as a Ugandan non-governmental organization, and incorporated as a company limited by guarantee. EA 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 Officer – CSOs and Networks Coordinator (PO-CNC)**.

The **PO-CNC** is responsible for effective coordination of CSO Network's engagements in the environment and natural resources sector, whose secretariats are hosted at Environmental Alert i.e. *particularly the Environment and Natural Resources CSO Network, the Uganda Forest Working Group and Prolinnova-Uganda Country Platform.*

The **PO-CNC** is directly supervised by the Ag. Senior Program Officer.

**A) The PO-CNC will specifically:**

- a) Mobilization and development of the capacity of CSOs for civic expression on issues of the environment, natural resources and agriculture;
- b) Lead and/or facilitate the engagement with partner organizations and communities in policy processes at national and local levels;

- c) Planning and facilitating the activities of the Networks of CSOs in the Environment and Natural Resources sector that are hosted and coordinated by Environmental Alert as per the running Environmental Alert Programme;
- d) Organizing and coordinating governance engagements (*steering committee meeting, annual general meetings, members forums*) for the Networks of CSOs in the Environment and Natural Resources sector that are hosted and coordinated by Environmental Alert;
- e) Compiling and keeping record of the governance engagements (*steering committee meeting, annual general meetings, members forums*) for the CSO Networks in the Environment and Natural Resources sector, whose Secretariats are hosted and coordinated by Environmental Alert;
- f) Monitor and analyse local, national, regional and global policy processes, policies and programmes and inform Environmental Alert's stakeholders on their implications to the sustainable management of environment and natural resources;
- g) Supervise, coach and guide junior programme staff and interns;
- h) Document experiences generated from activity implementation and share within Environmental Alert and with Environmental Alert's partners;
- i) Ensure that the quality of the information about the environment and Natural Resources that is being posted on the organization's website and social network platforms is correct and accurate
- j) Contribute to resource mobilization efforts towards development of Environmental Alert's programme;
- k) Represent Environmental Alert in meetings and other activities as may be directed from time to time;
- l) Timely preparation and submission of programme reports;
- m) Develop and maintain working relations and partnerships between Environmental Alert, local and national government institutions, NGOs and Church based organizations;
- n) Any other Environmental Alert's activities as may be assigned by your supervisors;
- o) Any other duty as may be assigned by the Executive Director.

**B) Essential requirements:**

- i. At least 2 years' experience in development work with an NGO engaged in agriculture, environment and natural resources in Uganda. He/she should have atleast one year of successful engagement in respect to coordination of CSOs and Networks for joint planning and actions targeted at influencing policy formulation and implementation at National and or Local levels;
- ii. Knowledge and experience in respect to application of concepts and approaches for advancing community adaptation and resilience to climate change impacts;
- iii. Demonstrated evidence in coordinating CSOs and Networks for joint lobbying and advocacy and or equivalent role from previous work is an added advantage;
- iv. Demonstrated evidence in documentation and publication of tools/reference for evidence based lobby engagement tools (such as policy briefs, fact sheets, posters) from previous is an added advantage;
- v. A good understanding of Uganda's environment, natural resources and agriculture policies/programmes and policy process and excellent skills in policy analysis;

- vi. Relevant Bachelor's Degree (forestry, agriculture, natural resources, rural development,) is preferred;
- vii. A certificate in policy lobbying and advocacy from a recognized training institution is an added advantage.

**C) Languages:** Excellent written and spoken command of English.

**D) Competencies:**

- i. Good knowledge and experience regarding gender mainstreaming;
- ii. Good moderation, facilitation and training skills;
- iii. Demonstrated ability to liaise and negotiate with government and social partners;
- iv. Excellent analytical skills;
- v. Ability to work in a team and good interpersonal skills;
- vi. Good demonstrated organizational and leadership skills;
- vii. Ability to deal with people with tact and diplomacy;
- viii. Ability to work independently with a minimum of supervision.
- ix. Ability to work under time pressure and meet deadlines;
- x. Ability to work in diversified environments;
- xi. A Strong conceptual ability, excellent writing, presentation and communication skills;
- xii. Ability to use a computer, application and use of specific computer packages that support Monitoring & Evaluation is an added advantage.

**E) 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:**

Environmental Alert is an equal opportunity employer and the position is available for filling at the earliest possible opportunity. Thus, both 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 **12<sup>th</sup> 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.