

Terms of Reference

1. NAME	<Vacancy Announcement>
2. POSITION TITLE	Programme Team Leader, of the “Landscape Restoration and integrated water resources management in Sebeya and other catchments” Programme
3. FUNCTIONAL GRADE	To be graded
4. LOCATION	IUCN-
5. DURATION	2 years (May 2019 to April 2021)

6. REPORTING RESPONSIBILITIES:

Under the overall guidance of the Regional Technical Coordinator, Forests, Landscapes and Livelihoods Programme, IUCN-ESARO the reporting responsibilities of this position are as follows:

Reporting to;	
6.1 Direct Reporting Line	Reporting Areas
Regional Technical Coordinator, Forests, landscapes and Livelihood Programme	All matters relating to the position
6.2 Co- Direct Reporting line	
	N/A
6.3 Functional Reporting Line	Reporting Areas
Director General RWFA	All matters relating to the implementation of the “Landscape Restoration and integrated water resources management in Sebeya and other catchments” the project
<ul style="list-style-type: none"> - Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position. - Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function. 	
Reported by;	
6.4 Direct Reports	
6.4.1 Permanent Direct Reports	Reporting Areas
<ul style="list-style-type: none"> • Technical Advisor, landscape restoration and Governance • Technical Advisor catchment planning and IWRM • Communication, MEL officer • Administrative Assistant 	
6.4.2 Temporary Direct Reports	Reporting Areas
6.5 Functional Reports	Reporting Areas
6.6 External Reports	Reporting Areas
	None
<ul style="list-style-type: none"> - Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of. - Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function. - External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN. 	

7. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The Programme Team Leader position is expected to comply with the *IUCN Delegation of Authority (DoA)* current at any particular time, and the sub-delegations issued thereof. Such compliance must be exercised with due diligence and regard for the letter, spirit and purpose of the DoA.

8. BACKGROUND:

The IUCN-International Union for Conservation of Nature, Rwanda Country Office in collaboration with The Governments of Rwanda and the Netherlands are in the process of implementing a 3-year programme (May 2019 to April 2022) – “**Landscape Restoration and Integrated Water Resources Management in Sebeya and other Catchments**” – *The Project*. IUCN’s role is to provide Technical Assistance (TA) for the Landscape management and Integrated Water Resource Management. The TA Project has the overall purpose of “Increased livelihood and conservation Benefits in Sebeya (& other) catchments from restoration & improved local land management”. IUCN is therefore seeking to recruit the position of a Team Leader/ Project manager with excellent skills in both technical and managerial to oversee the overall delivery of the project. The team leader will ensure close collaboration with all technical staff, government counterparts to ensure effective and suitable development, monitoring and evaluation of an integrated and coherent programme. This will be an international recruited position. The expert will be located in the IUCN-Rwanda offices and will work on a daily basis with the Rwanda Water and forestry Authority (RWFA) and Ministry of Environment and other partners including SNV and APEFA.

9. MAJOR RESPONSIBILITIES:

The Team Leader will take lead responsibility for the delivery of the programme in terms of overall planning, implementation and reporting. The expert will ensure that the project is gender responsive and integrates gender in all action areas. He/she will ensure that the necessary inputs for implementing actions are delivered in a timely manner.

10. SPECIFIC DUTIES:

Overall project management and delivery

- Provide overall technical and managerial oversight and leadership for the project.
- Manage project cycles (planning, implementation, monitoring, reporting) ·
- Oversee recruitment, provide technical guidance, train and motivate of the project team
- Oversee the hiring and manage subcontracts and consultants including providing technical guidance
- Oversight the delivery of the project results and measures in accordance with the approved log frame and time schedules
- Provide Strategic Leadership and programme development for landscape management and Water resources management in Rwanda
- Ensure efficient management of financial resources, including the review and approval of program budgets and monitoring expenditures.
- Oversee field operations, project administration, logistics and procurement.
- Supervise program monitoring, evaluation, and reporting and ensure quality control and timeliness of all deliverables as required by the grant and donors.
- Ensure full compliance with all IUCN, Plan, and other fiduciary regulations.
- Serve as the principal liaison with the Government of Rwanda, IUCN and other donors; and project partners and stakeholders to ensure effective program implementation and build lasting relationships.
- Ensure the development of good quality strategic, and annual plans, including the development and regular monitoring of programme and project work plans;
- Ensure strong links between communications/knowledge management and programme coordination and delivery
- Perform other duties as may be assigned from time to time.

11. POSITION REQUIREMENTS

11.1 Education

- At least a Master’s degree in Natural Resource Management, Environment Studies or International Development studies, or a related discipline. A PhD would be an added advantage.

11.2 Work Experience

- At least 10 years' work experience with at least 5 years in senior level leadership positions
- Strong skills and experience in programme/project development and management encompassing budgets, financial management, contracts management, fund mobilization, donor and stakeholders' relations, knowledge management, M&E, project design, risk analysis and mitigation, reporting, quality assurance, technical advice and oversight and managing performance of programme staff;
- Strong knowledge of landscape restoration approaches preferably in tropical countries such as Rwanda.
- Significant experience managing large-scale, multi-year globally funded programs, with a strong track record of successfully managing environment and/or water resource management including previously serving as project manager, team leader or in Africa preferably Eastern Africa
- Demonstrated experience in managing diverse teams composed of both international and local teams
- Proven experience in working with government institutions, coaching and mentoring of other teams.
- Demonstrated knowledge and experience in results-based management
- Demonstrated knowledge of gender, climate change and proficiency in managing development projects that mainstream both gender and climate change.
- Demonstrated ability to implement projects with rigorous timelines and deliverables and to track program quality through donor-approved monitoring and evaluation systems.
- Experience collaborating with diverse stakeholders, such as local NGOs, government officials, donor representatives, and local and international staff.
- High and proven level of flexibility and adaptability.

11.3 Language Proficiency

- Excellent command of English and strong verbal and written communication skills
- Sound command of the French Language both written and spoken

11.4 Competencies

11.4.1 Core Competencies

- **Transparency:** Able to build trust and contribute to informed and responsible decision making by carrying out the work of IUCN in a transparent manner; provides clear guidance to ensure that objectives and desired measurable results are understood by members of the team.
- **Inclusiveness:** Understands and accepts cultural diversity, and provide a tolerant, positive and supportive working environment that fosters respect for diversity, demonstrates ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- **Professionalism:** Promote the organization's interests, objectives and values in a diligent and professional manner.
- **Accountability:** Takes responsibility of individual and collective actions, promotes the IUCN One Programme approach.

11.4.2 Functional competencies

- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- Ability to respond to requests on short notice and simultaneously plan and execute several activities.
- Proven experience hiring, training, and supervising teams of international and local staff.
- Proven leadership, interpersonal, and cross-cultural skills, with the ability to build and motivate diverse teams.
- Proficiency in Microsoft Office suite, including Word, Excel, and Outlook.
- Committed to continuous learning and proactive and mature attitude towards self-development;
- Ability and willingness to travel

Please Note: The above TOR contains the main responsibilities and duties of this position. However in an ever evolving organisation such as IUCN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TOR. Where any task becomes a regular part of staff member's responsibilities, the TOR should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.