VACANCY ANNOUNCEMENT
Regional Programme Coordinator
The African Biodiversity Network (ABN) is a regional network that aims to ignite and nurture a growing network of individuals and organizations across Africa. It envisages vibrant and resilient African communities rooted in their biological, cultural, and spiritual diversity, governing their lives, livelihoods and living in harmony with nature. ABN has 35 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs), drawn from fourteen African countries. For more information about ABN, refer to our website: www.africanbiodiversity.org

The ABN is seeking to recruit devoted, focused professional in the position of Regional Programme Coordinator. It is one year employment contract renewable subject to satisfactory performance and funds availability.

1.0 Job Summary
To coordinate the Secretariat team regarding all programmatic work of the African Biodiversity Network (ABN) including networking activities in countries where ABN partners are working in line with overall objectives, strategies and workplans formally agreed by the organization.

2.0 Key Tasks:

i) Assisting the General Coordinator on a day to day running and coordination of the Secretariat team to foster team spirit and effectiveness in delivery of the work programmes

ii) Participate actively in the collective planning and assessment of ABN’s overall programme and organizational development.

iii) Make follow-ups to the action points made in cross-cutting meetings, workshops and conference calls.

iv) Participate in mobilizing resources for projects from local and external agencies with a view to creating a sound financial resources-base to strengthen the ABN program work activities.

v) Promote the values, principles and practice of the African Biodiversity Network.

3.1 Secretariat Team Coordination

i) Keep calendar of secretariat events and oversee organization of regular and relevant team strengthening events

ii) Organize regular check-ins with staff to maintain an enabling working environment

iii) Ensure harmonious relationships between the secretariat team, the core group and the partners

3.2 Program coordination

i) Ensure calendar of events is kept and regularly updated

ii) Ensure reports are written after every events at the secretariat, field and other relevant forums

iii) Facilitate organization of the ABN Biennial Partners Meeting, ensure minutes are taken and produce meeting report.
iv) Ensure organization of conference calls at the secretariat level for Community of Practices (COPs) with partners and core group and make sure minutes are taken, action points documented and followed.

v) Support ABN General Coordinator and team in fundraising and mobilization of resources for the ABN program work and for the ABN Secretariat.

vi) In close liaison with the ABN M&E officer, ensure that the monitoring and evaluation system is internalized and applied by Thematic Coordinators, partners, associates and across ABN.

vii) Coordinate the planning and preparing of the ABN quarterly and end of the year reports in close liaison with ABN team.

viii) Ensure that the work plans and strategies for the ABN work developed and implemented.

ix) Ensure effective and efficient mobilisation and utilisation of ABN’s resources for the achievement of the goals of the network.

x) Commission relevant research in ABN program work to generate data and information to strengthen the work of partners and communities.

xi) Organize quarterly conference calls with respective sub regional coordinators and prepare notes for sharing within the network.

xii) Liaise with the Advocacy and Communications Officer for advocacy support to partners and communities.

3.3. Trainings and Capacity Building

i) Follow up on trainings on ABN Methodologies and all program works including Community Seed Knowledge (CSK), Community Ecological Governance (CEG), and Youth, Culture and Biodiversity (YCB), Advocacy and communication as well as Networking practices seed revival and storage and agro-ecological practices.

ii) Provide support to all ABN partners to strengthen their capacity to host others to facilitate learning with their communities.

iii) Facilitate training for partners on ABN program work and encourage them to practice the ABN principles in their work with communities.

iv) Support and build capacity of partners and communities to strengthen their campaign skills in relevant areas.

v) Support partners to participate in national and regional lobbying initiatives in relevant areas.

vi) Support partners to advocate for change of policy on issues related to different thematic areas.

3.4. Monitoring and Evaluation

i) Support partners in implementation of ABN program work and distill guiding principles for knowledge interface, scale deep, scale out and scale up practices of community and ecosystem resilience.

ii) Support continuous development of barefoot guide on ABN philosophy and methodologies as a living document to support new partners and allies engaging with the process.

iii) Support development of case studies and document best practices on recognition and respect for indigenous and local knowledge (ILK).

3.5 Organisational Development and Administration

i) Participate actively in the collective planning and assessment of ABN’s overall programme and organizational development.

ii) Lead and cooperate actively with ABN team/staff on both narrative and financial reporting of activities and expenditure.
iii) In consultation with the General Coordinator and management team, facilitate staff capacity enhancement in relevant areas

iv) Support the General Coordinator to ensure an adequate funding base for the activities and functioning of the organisation through assistance with funding proposals, building relationships with key donor agencies & maintaining such relationships

3.6 Community Related Action

i) Support the process of country and sub-regional nodes, including strategic community meetings, exchange and learning at community level as part of strengthening learning centers

ii) Support partners to facilitate exchange and learning at community level

iii) Accompany and provide technical support to partners to strengthen community advocacy initiatives and coalition building (radio programs, stakeholder meetings/forums, desk research and policy briefs etc.) on seed and agro-ecological issues and regeneration of bio-cultural diversity

iv) Support integration of the ABN methodologies for communities to document their traditional knowledge, values and practices and related governance systems and develop management plans i.e. facilitate community dialogues, draw eco-cultural maps and seasonal calendars and experiential learning exchanges to revive traditional knowledge, values and practices.

v) Support partners to bridge the intergenerational gap through training and integration of YCB methods into the school curriculum.

vi) Support partner and youth on nature experiential learning to promote connection of young people with themselves, nature and their cultural roots and identity.

vii) Any other duties that the GC may assign

4.0 Education and Experience

i) University Degree preferably in Social Science such as Anthropology, sociology, International relations, governance, psychology; Economics, environmental sciences or related field with 10 years related experience or

ii) A Master degree in related field and At least five (5) years experience on Environment/Biodiversity related work with a focus on working with indigenous and local communities in biodiversity conservation and food sovereignty.

5.0 Other Competences and Attributes

i) Sound knowledge of the development sector and the socio economic and political situation in Africa.

ii) Sound knowledge of emerging cultural and biodiversity issues

iii) Sound knowledge of development theory

iv) Ability to work with and address the capacity building needs of partner organisations.

v) Knowledge of Project Planning, Implementation, Monitoring and Evaluation

vi) Ability to provide leadership, to motivate and cultivate a culture of result-oriented productivity

vii) Ability to organize and train partner organisations.

viii) Research skills

ix) Good interpersonal skills and report writing skills

x) Good communication skills
xi) Ability to speak and write English.

xii) Good working knowledge of computers and computer applications.

**6.0 Language Requirements:**

i) Fluency in written and spoken English

ii) Knowledge of speaking and writing any other regional language, preferably French is an added advantage.

**How to apply**

Interested candidates who meet the criteria should send their application accompanied by detailed Resume, names of at least two referees as well as the current and expected gross salary to The General Coordinator through the abnsecretariat@africanbiodiversity.org cc accounts@africanbiodiversity.org indicating the position applying for in the subject line by **24th February 2022**.

ABN is an equal opportunity employer

Only shortlisted candidates will be contacted