



**Organization:** Caucasus Nature Fund (CNF)

**Position Title:** Conservation and Social Officer (CSO)

**Job Schedule:** Full-time (with 6-month probation period)

**Duty Station:** CNF Tbilisi Office

**Start Date:** As soon as possible

**Application Deadline:** 22<sup>nd</sup> of September, 2023 (COB UTC/GMT +4h)

**Application Procedure:** Application package should be sent to [recruiting@caucasus-naturefund.org](mailto:recruiting@caucasus-naturefund.org)

### **Background**

The Caucasus Nature Fund (CNF) is a conservation trust fund founded in 2007 with the support and encouragement of the German Federal Ministry for Economic Cooperation and Development (BMZ) through the German Development Bank KfW, Conservation International (CI) and WWF.

By providing long-term funding and management assistance to help meet the core needs for Protected Areas (PAs) in Armenia, Azerbaijan and Georgia, CNF supports the conservation of the unique flora, fauna and ecosystems of the Caucasus for future generations, while at the same time improving the lives of local people today.

CNF provides matching grants for the operating costs of the protected areas, including staff training to build new protected area-level capacities, to introduce new technologies to ensure better patrolling and protection, salary supplements, and equipment including vehicles and uniforms. CNF also supports biodiversity monitoring projects by paying for equipment and studies so the parks have reliable data about the species in the region; encourages cooperation among governments, local communities and park authorities to promote sustainable economic development and nature protection; supports sustainable tourism plans which provide alternative and more sustainable economic opportunities and has worked with international consultants and local NGOs to create a standard for management plans that encourages long-term planning and efficient use of resources.

## **Duties and Tasks**

The Conservation and Social Officer ('CSO') will assist the Regional Conservation Director ('RCD') to carry out the Georgian conservation portfolio in CNF Georgia office, namely, to assist in the planning, implementation and monitoring of conservation-related program, including Environmental and Social Management System-related activities.

The tasks of CSO will include but will not be limited to:

- Developing annual CNF Georgia conservation portfolio with activities, milestones, key results, outcomes, outputs and respective budgets;
- Elaborating ToR's for activities to be implemented in close collaboration with other CNF staff members, potential beneficiaries and field experts as needed;
- Planning and organizing regular visits to Georgian PA's and surrounding communities to participate in and monitor conservation-related activities;
- Tracking the progress of implementation, of the annual CNF Georgia conservation portfolio, including budget spending;
- Coordinating the review process and delivery-acceptance of deliverables, including narrative and financial reports;
- Reviewing and commenting on the studies carried out by CNF-contracted experts or organizations;
- Drafting quarterly/annual reports for internal use or for partner/donor organizations;
- Actively communicating and coordinating with partner organizations, governmental, non-governmental, scientific and international on planning as well as implementation phases;
- Planning and organizing working meetings/workshops/seminars/trainings, as needed;
- Contributing to the METT Scorecard development and revision as needed;
- Contributing to periodic update of the CNF Dashboard as needed;
- Contributing to regular update of the CNF Database as needed;
- Supporting the establishment and operationalization of ESMS in CNF Georgia, that might include:
  - Planning and organizing regular visits to Georgian PA's and surrounding communities to collect ESMS-related information;
  - Coordinating with other members of CNF team, as well as external partners, for collection of ESMS-related information;
  - Participating in drafting the analysis and reporting, external as well as internal, on ESMS implementation;
- Interacting and coordinating actively with other members of the CNF/Programme Office team. More specifically: for procurement and admin-related tasks, exchanging with the Financial/Admin team; for the country-specific and PA-related tasks, communicating with the CNF national program team to ensure data gathering and flow of the information; for PR and communication purposes, interacting with Communication/PR team.

### **Qualification and experience**

*We are looking for a smart, open-minded, energetic and enthusiastic professional who has the passion to work on a diverse conservation portfolio of CNF, including social aspects within the Protected Areas system of Georgia. She/he should be a team-player, quick-learner willing and able to travel often while doing meticulous office work that requires attention to detail, discipline, analytical and critical thinking and a creative attitude. The person should be comfortable to work in a small team while guided and supervised by senior staff members.*

#### ***Mandatory requirements:***

- Academic background in nature conservation, natural resources, ecology, environmental law, public affairs, development studies, tourism, geography or other social sciences preferably with professional trainings/qualification in nature conservation;
- At least 1 year of practical experience in project management, preferably related to conservation, protected areas, natural resources management, forestry, climate change, green economy, sustainable tourism and/or natural disasters;
- Ability to travel to different parts of Georgia independently or accompanied;
- Strong writing and verbal communication skills in Georgian and English languages;
- Strong computer skills and knowledge of MS Office program.

#### ***Preferable requirement:***

- Professional training/qualification in project management;
- Experience in fieldwork, preferably related to conservation, protected area management or related;
- Experience in reviewing scientific/technical studies and papers;
- Experience in communication with local communities;
- Experience in communication and coordination with governmental structures and donor organizations;
- Experience in organizing meetings, including logistics;
- Experience in public speaking and participation in working meetings;
- Skills required for accurate and systematic management and tracking of large number of documents and/or data;
- Knowledge of PA and conservation sector of Georgia and/or the Caucasus;
- Knowledge and experience in ESMS or similar.

#### **Application package:**

- Full CV or Resume in English, indicating relevant knowledge and experience in English;
- One-page cover letter in English explaining why the position is interesting for a candidate and how it fits with a person's past experience, interests and future plans in English;
- Contact information of 3 referees (at least, one of them should be former or present employer).

**Note: Short-listed candidates will be invited for written test and interview.**