



### **Project officer for the Climate Action Partnership**

The Climate Action Partnership is seeking a dedicated project officer to be based in Cape Town. The project officer will be responsible for providing support to the CAP portfolio of seven demonstration projects in the implementation of climate change adaptation and mitigation approaches, as well as in education and research. The project officer will also be primarily responsible for the communications of the partnership which includes linking projects and partners and CAP's target audiences.

### **Background to the Climate Action Partnership**

In response to the increasing threat of climate change to South Africa's communities and habitats, eight of South Africa's larger conservation non-governmental organizations have come together to form the Climate Action Partnership (CAP). CAP is a powerful alliance that aims to reduce the impacts of climate change and increase the resilience of South Africa's biodiversity and communities by promoting intact ecosystems that are connected at a landscape level, building human capacity and implementing climate change adaptation.

The partners include BirdLife South Africa; the Botanical Society of South Africa; Conservation International (CI); the Endangered Wildlife Trust (EWT); the Wilderness Foundation; the Wildlands Conservation Trust; the Wildlife and Environment Society of South Africa (WESSA), World Wide Fund for Nature South Africa (WWF-SA).

The long-term objectives of CAP are to:

1. Raise awareness around climate change and the links between climate change and the conservation of ecosystems and their services;
2. Promote the integrity of climate change projects by promoting the adoption of globally accepted standards, with an emphasis on the Climate, Community and Biodiversity Standards (CCBS);
3. Advise on and support the development of southern African solutions for mitigation and adaptation to climate change with a ecosystem and biodiversity conservation outcome;
4. Promote cross-sectoral policies that support climate change mitigation and adaptation activities with a focus on promoting intact and healthy ecosystems; and
5. Achieve carbon neutral status for the head offices of the CAP partner organisations.

A project officer is being sought to assist the CAP Manager, partners and associates in achieving our goals. The primary responsibility of the project officer will be to focus on communications and project support (objectives 1 and 3), however responsibilities with the CAP Manager and intern will overlap.

## **Requirements**

- An Honours/Masters degree is required, preferably in the natural sciences field. The candidate must have a keen interest in nature, society, conservation and climate change and also have good experience in communications, writing, website management and networking.
- Possession of a valid, South Africa Code 08 driver's license (compulsory).
- At least two years working experience.
- The ability to speak and write fluent English and at least one other South African language.
- A South African citizen.
- The candidate must demonstrate strong project management skills, be motivated and driven, take initiative and be able to self-manage.
- The candidate should have strong verbal and written communication skills – for presentations, reports, scientific publications, press releases, popular press and pieces for the CAP website.
- The candidate will be expected to network and recognize opportunities in linking the work of CAP partners.
- Strong administrative skills are also required.

## **Preferred experience/skills**

- Project management and planning.
- Networking and communications skills, linking people and projects.
- Corresponding with and writing reports for donors, working with budgets and websites management.
- Events management.
- Strategic thinking, thinking at a broad and focused level.

## **The primary responsibilities of the CAP project officer will be to**

- Assist in project management by liaising with project coordinators through email, telephone and direct contact through site visits - in the aim to facilitate overlaps between the projects and integrate learnings back into these institutions, and demonstrating these solutions to the conservation sector, business and government.
- Manage the partnership's communications in terms of presenting on the partnership to CAP partner organizations and networks. This involves writing articles for relevant publications, researching for factsheets, website management, and event coordination, managing the CAP carbon footprint calculator and updating the CAP communications strategy.
- Manage the donor reports for one of the CAP funders.
- Work with the Manager on the Monitoring and Evaluation framework for CAP.
- Strategise with CAP Manager on ideas for expanding knowledge and understanding of climate change with biodiversity/ecosystem focus and key messaging for this.
- Attend relevant meetings and workshops gain insight into biodiversity concerns within the climate change debate and keep abreast of current developments in the field as well as report back to the CAP network on these developments.

### **Details of the position**

The successful candidate will be employed by Conservation South Africa based at Kirstenbosch Botanical Gardens in Cape Town and will be exposed to quite a fair amount of travel to visit partners, project sites and workshops (in the provinces of KwaZulu-Natal, Northern Cape, Eastern Cape, and Gauteng).

CAP offers a stimulating environment, with benefits that will be discussed in the interview. The basic package for the position is R108,000.00 per annum. The salary will be reviewed according to their performance after the first year.

The position will require two weeks of training for the period of the 13<sup>th</sup> – 24<sup>th</sup> September 2010 and the post will begin on the 1<sup>st</sup> of October 2010. This is a one year contract post and CAP is under no obligation to extend the contract beyond September 2011.

CAP reserves the right not to employ anyone as a result of placing this advertisement as well as the right to re-advertise the position should suitable a candidate not be found.

Please send the application, including CV, motivational letter (as to why you should be selected for the post and what interests you about this work), as well as a piece of written work (academic or popular) to Jessica Thorn [j.thorn@conservation.org](mailto:j.thorn@conservation.org) by the **18<sup>th</sup> of August 2010**. If no response has been received by the **26<sup>th</sup> of August 2010**, please consider your application unsuccessful.

For more information on the Climate Action Partnership visit [www.cap.org.za](http://www.cap.org.za) .