

BACKGROUND

The Ministry of Forestry Range and Soil Conservation is implementing the “Regeneration of Landscapes and Livelihoods Project” (ROLL) funded by the Government of Lesotho (GoL) and the International Fund for Agricultural Development (IFAD). The objective of the project is to ensure that rural communities adopt transformational practices for regenerated landscapes and sustainable livelihoods leading to improved nutrition and adaptation to climate change. This objective is underpinned by four outcomes; 1) Change in resource use practices; 2) Reduction of environmental degradation; 3) Improved livelihoods; and 4) the establishment of a facility and a fund.

The project comprises of two components: Regeneration coalition facility and Regeneration Opportunities Fund. The ROLL hereby invites applications from eligible candidates for the following positions;

Position: Project Coordinator

Place of assignment: Maseru, Lesotho

Overall Scope of Work

Under the direct supervision of the PSC Chairperson/Principal Secretary, the Project Coordinator will have overall responsibility to oversee project planning and delivery; manage a team of professionals recruited within the PMU, coordinate their responsibilities and workplans; and manage relationships with relevant internal and external stakeholders.

Main tasks and Responsibilities

Overseeing project planning and delivery

- Facilitate finalization of the Project Implementation Manual and the required updates for approval by the PSC;
- Oversee preparation of the Annual Work Plan and Budget (AWPB) for approval by the PSC;
- Develop systems and strategies for enhanced project performance;
- Promote adherence to PIM guidance, relevant Government and IFAD policies and procedures to achieve efficient and effective project coordination;
- Identify implementation challenges and develop alternative solutions thereof;
- Proactively manage project risks;
- Design strategies to enhance robust project monitoring and reporting;
- Develop project progress reports with consistency and clarity for timeliness of the deliveries;
- Chair the Technical Advisory Committee (TAC) which inputs into AWPB preparation and informs the PSC meetings;

Coordinating the PMU

- Direct capacity building for the PMU Team to deliver on the project objectives;
- Coordinate relation of project staff across components and between national and district and landscape level positions;

- Ensure sound integration of PMU staff with with functions of the line ministry and other technical staff from partner ministries at national and district level;

Managing relationships

- Participate in and act as Secretariat to project steering committee (PSC) meetings;
- Represent the project in external stakeholder meetings;
- Facilitate project stakeholder and partnership engagements for risk prevention and mitigation as well as maximized project performance;
- Monitor the project grievance redress and beneficiary feedback mechanisms in line with the PIM procedures;
- Coordinate project partnerships with relevant partners, including partner ministries, other development projects and development agencies; and
- Coordinate support to IFAD supervision missions, mid-term review and end term evaluation;

Specific tasks at project start-up

- Ensure a competent PMU team is recruited with skills and experience that match requirements, ensure clear responsibilities and tasks are determined for each team member, monitor performance and build capacity of the team to deliver on the objectives of the project.
- Ensure finalization of the Project Implementation Manual and ensure periodic updating as and when needed, by the ROLL PMU and to be submitted for approval by the PSC.
- Ensure sound procurement of key equipment and technical assistance packages is done in a timely and professional manner through the procurement team;
- Sensitize key stakeholders within the line ministries, communities and broader partnership area about the project's objectives, activities and timeline;
- Foster a collaborative, collegial and efficient mode of working for the PMU team and proactively address any bottlenecks or coordination problems.
- Ensure that all PMU activities are in line with the guidance in the PIM and with relevant policies and procedures of the government and IFAD, signal any potential issues and engage relevant stakeholders in order to resolve these.

Competencies

- Leadership and ability to motivate team members;
- Planning and organizing skills;
- Effective communication, negotiation skills and interpersonal skills;
- Ability to navigate complex governance and stakeholder management situations;
- Diversity management skills;
- Highest standards of integrity, discretion and loyalty;
- Results-oriented;

Qualifications and Experience

Minimum Educational Requirements

- Master's Degree in either Project Management, Natural Resources Management, Environmental Management, Agricultural sciences, Economics, Business Administration, or any related subject area.

Experience

- At least 12 years of professional experience in projects in the agriculture and/or sustainable land management space; including at least 5 years' experience in managing teams;
- Experience with managing donor-funded projects is desirable;
- Experience in donor-funded projects that handle procurement and financial management is an added value.

Language Requirements

- Fluency in written and spoken English and Sesotho;

Duration of the Assignment

The duration of the assignment will be 3 years, renewable depending on satisfactory performance

Position: Procurement Manager

Place of assignment: Maseru, Lesotho

Overall Scope of Work

The Procurement Manager will work under the direct supervision of, and be accountable to, the Project Coordinator of ROLL. The Procurement Manager will be responsible for the entire procurement cycle from the identification of the need to the completion of the contract. The Procurement Manager will provide support to the Project Management Unit (PMU) in managing the entire procurement process and be ultimately responsible for the delivery of the entire procurement plan. He/She will supervise the Procurement Officer and be responsible for endorsing the preparation of the Procurement Plan to ensure compliance with IFAD requirements. He/she will be responsible in the conduct of procurement short of award to ensure timely and efficient implementation of the procurement plan. During contract implementation, he/she will provide authoritative technical support to implementing units in enforcing and monitoring timely compliance by suppliers/contractors/consultants with contract provisions in close coordination with different project technical specialists and maintain a project-wide procurement filing system.

Main tasks and Responsibilities

General

- Recommend necessary adjustments in the procurement section of the Project Implementation Manual (PIM).
- Ensure project actions are governed by the highest standards of personal and business conduct.
- Ensure timely conduct of procurement activities.
- Contribute to maintaining teamwork, discipline, sound work relationships and productivity.
- Supervise the activities of the Procurement Officer
- Participate in project events to maintain effective working relationship with stakeholders as well as other partners including government institution.

Procurement planning and monitoring

- Develop, review and consolidate annual procurement plan in consultation with NPCO functionaries, project technical experts and where needed end user units.
- Ensure the procurement plan is in line with the AWPB and in accordance with the IFAD format, in consultation with the other functions of PMU;
- Ensure that proposed timelines in the procurement plan are realistic.
- Provide project procuring entities with guidance on the conduct of procurement short of award to facilitate timely implementation.
- Ensure compliance with Procurement policies and procedures, by different project procuring entities for timely procurement of goods and services, with the timelines for the conduct of procurement activities provided in the Procurement Plan
- Coordinate Bids and Awards Committees of the different project procuring entities.

- Update the Procurement Plan and secure IFAD No objection for upgrades to the Procurement Plan.
- Conduct field/site visits as part of procurement/contract monitoring effort.

Preparation of procurement activities, bidding and evaluation

- In close coordination with end user units and project technical experts, provide technical assistance in the review of technical specifications for goods, bills of quantities and scope of work/specifications.
- Design bids with requirements that allow fair and transparent competition for security of the most suitable suppliers and service providers.
- Provide technical guidance to the PMU in the evaluation of bids and preparation of evaluation reports in order to maintain conformity of bid evaluation instructions to bidders and IFAD Procurement Handbook.
- Prepare documentation for submission to IFAD for No Objection through the No Objection Tracking Utility System (NOTUS) where required under the applicable Letter to the Borrower/Recipient.
- Prepare/review the information contained in the Contract Monitoring Tool (CMT) function of the IFAD Client Portal (ICP) for necessary updates.
- Provide technical assistance to project implementing units during pre-delivery and delivery inspection to verify conformity of deliveries with bidding requirements.
- Review and recommend draft contracts for signature by the Project Coordinator.
- Periodically review implementation of works, goods and services contracts to ensure compliance with procurement provisions and general and special conditions of contract, in close collaboration with the Project technical experts.
- Respond to inquiries from staff regarding scope of work/specifications requisitions, purchase orders, contracts and pricing information.
- Participate in the provisional and final acceptance of works including the preparation of the respective committees and the acceptance of the works/professional services/equipment delivered.

Competencies

- Possess the ability to give sound advice on Procurement issues that would impact on the project's financial and physical performance;
- Good communication and interpersonal skills required;
- Strong personal management and communication skills;
- Excellent knowledge of MS Office, internet use and procurement databases;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty;

Qualifications and Experience

Minimum Educational Requirements

- Bachelor's Degree in Procurement/Supply Chain Management/ Economics/ Accounting/ Finance/ Business Administration.
- Master's Degree in any of the above listed degrees will be an added advantage.
- Professional qualification in procurement from an internationally recognised and accredited institution (i.e. CIPS).

Experience

- At least 8 years of experience in project procurement funded by international organizations, preferably international development partners;
- At least 5 years of managerial experience for Bachelor's degree holder; 3 years for Master's Degree Holders
- Extensive knowledge of IFAD procedures is an advantage.

Language Requirements

- Fluency in written and spoken Sesotho and English;
- Demonstrated capacity to produce high quality technical reports.

Duration of the Assignment

The duration of the assignment will be 3 years, renewable depending on satisfactory performance.

Position: Procurement Officer

Place of assignment: Maseru, Lesotho

Overall Scope of Work

The Procurement Officer will work under the direct supervision of, and be accountable to, the Procurement Manager. The Procurement Officer will assist in the day-to-day project procurement activities and support the Project Management Unit (PMU) in conducting procurement-related operations of ROLL.

Main tasks and Responsibilities

- Assist the Senior Procurement Officer in preparing solicitation documents for the various project procurement activities;
- Assist through coordination and support the procurement evaluation teams as necessary;
- Provide operational support and capacity development to the various project staff;
- Support the Procurement Manager with submitting all relevant documents to IFAD for No Objection through the No Objection Tracking Utility System (NOTUS);
- Support the Procurement Manager with maintaining and updating the information on the Contract Monitoring Tool (CMT) function of the IFAD Client Portal (ICP) and paper based records;
- Carry out any other procurement-related duties as requested by the Procurement Manager.
- Holds meetings with relevant stakeholders to enhance contractual relationships
- Maintain asserts registry of all project asserts
- Recommend necessary adjustments in the procurement section of the Project Implementation Manual (PIM) to ensure timely achievement of Project Goals;
- Conduct field/site visits as part of procurement/contract monitoring effort;
- Maintain highest standards of personal and business conduct to ensure project actions are governed according to procurement laws;
- Participate in project events to maintain effective working relationship with stakeholders as well as other partners including government institutions; and

Competencies

- Possess the ability to give sound advice on Procurement issues that would impact on the project's financial and physical performance;
- Good communication and interpersonal skills required;
- Strong personal management;
- Excellent knowledge of MS Office, internet use and procurement databases;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty;

- Demonstrated capacity to produce high quality technical reports;

Qualifications and Experience

Minimum Educational Requirements

- Bachelor's Degree in Procurement/Supply Chain Management/ Economics/ Accounting/ Finance/ Business Administration;
- Post Graduate qualification in any of the above listed degrees will be an added advantage;
- Professional qualification in procurement from an internationally recognised and accredited institution will be an added advantage.

Experience

- Minimum 4 years professional Experience in procurement For Bachelor's Degree Holders; 3 Years for Honor's Degree Holders and 2 Years for Master's Degree Holder;
- Having Knowledge of government Procurement and contract management is an added advantage;
- Extensive knowledge of IFAD procedures is an advantage.

Language Requirements

- Fluency in written and spoken Sesotho and English;
- Demonstrated capacity to produce high quality technical reports.

Duration of the Assignment

The duration of the assignment will be 3 years, renewable depending on satisfactory performance.

Position: Finance Manager

Duty Station: Maseru, Lesotho

Overall Scope of Work

Reporting directly to the Project Coordinator with technical responsibility to Head of Finance MFRSC, the Finance Manager is a key personnel of ROLL responsible for the overall financial management aspects, implementing financial policies, strategies in line with IFAD and Government of Lesotho requirements and international standards.

Main tasks and Responsibilities

- Implementation and maintenance of the off-the shelf accounting system ensuring that the chart of accounts and reporting system thereof provides information to link between project activities by category, component and funding source.
- Timely input of budget data into the accounting system and production of monthly and quarterly reports regarding aspects of Project financial monitoring bringing out variances and advising technical specialist as to the limits of expenditure.
- Prepare half-yearly consolidated statements of project accounts as an integral part of the Management Information System to be submitted to the Project Steering Committee, and subsequently to IFAD.
- Prepare financial statements in accordance with International Public Sector Accounting Standards (IPSAS) – Cash basis with the prerequisite disclosures for non-cash items and liaise with external auditors to audit the ROLL accounts to meet the required submission dates by IFAD.
- Oversee tax matters of the Project, ensuring that tax exemptions and tax refunds for the procurement of goods and services for the Project are secured at the appropriate time.
- Provide training and guidance to project beneficiaries and implementing partners for AWPB activity preparation and submissions and participate in the development and implementation of plans, and procedures for budget request submission activities to ensure that project objectives are achieved in accordance with prevailing government practices which are acceptable to IFAD.
- Calculate the cost of services and associated analyses and propose actions to be taken to improve cost-efficiency of services, without affecting quality.
- Process documentation and follow up on disbursements from the government and IFAD to ensure that releases are not delayed. Ensure that funds for Project implementation are disbursed in a timely manner to enable project interventions to be carried out on time.
- Prepare and submit regular withdrawal applications to IFAD and follow up to ensure that the project does not run short of liquidity.
- Follow up on all project funds released to implementing entities and technical partners for timely retirement and proper utilization.
- Ensure that statements of expenditure (SOEs) are carefully checked for eligibility with relevant financial agreements.
- Maintain effective internal control environment for the project by ensuring that:
 - a) All ROLL funds are used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
 - b) Counterpart funds have been provided and used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;
 - c) Goods and services financed have been procured in accordance with the financing agreement and in accordance with government and IFAD's rules and procedures;

- d) All necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
 - e) Designated accounts are maintained in accordance with the provisions of the financing agreement and in accordance with the financier's rules and procedures;
 - f) Provide any support to the Procurement Unit to assist in procurement for the ROLL in accordance with procedures laid down by Financing Agreements of IFAD and OPEC Fund.
- Ensure that fixed assets are well accounted for and annual verification is undertaken of the condition of assets and their location.
 - Ensure the effective and efficient operation of administrative aspects of the ROLL.
 - Carry out any other activities that are assigned by the Project Coordinator

Competencies

- Strong managerial skills and demonstrated capacity to manage people and interact with a wide range of private sector partners and government representatives.
- Strong organizational skills. Versatility, ability to multi task and meet deadlines.
- Excellent organizational and analytical skills.
- Excellent computer skills and well-versed in the use of Excel, Word and accounting software.
- Good communication skills and ability to interact with a wide range of private sector partners and government representatives.

Qualifications and Experience

Minimum Educational Requirements

- Bachelor of Commerce in Accounting, bachelor's degree in Business Management/Administration, Accounting, Finance, General Accountancy and professionally qualified with Membership of the Lesotho Institute of Chartered Accountants.
- Postgraduate Degree in any of the qualifications listed above is added advantage

Experience

- 5 years Managerial Experience for Bachelor's degree holders; 3 years for Honor's Degree Holders and 2 years of professional experience for Master's Degree Holders.
- 8 years Practical Experience in accounting for Bachelor's degree holders; 6 years for Honor's Degree Holders and 5 years of professional experience for Master's Degree Holders.
- Having knowledge of financial management processes with an international finance institution is an added value;

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 years, renewable depending on satisfactory performance.

Position: Finance Officer

Duty Station: Maseru, Lesotho

Overall Scope of Work

Reporting to the Finance Manager, the Finance Officer supports the Finance Manager to achieve result-oriented objectives of ROLL financial management. Under the supervision of the Finance Manager, the Finance Officer will take responsibility for all accounts and finance transactions and maintain all accounting documentation in good order.

Main tasks and Responsibilities

- Support in the preparation of Annual Work Plan and Budget (AWPB)
- Analyzing payment requests and reconciliation with approved documentation including purchase orders and contracts
- Posting payment invoices into financial management systems in line with approved work plans.
- Assist in preparation of biannual consolidated statements of project accounts as an integral part of the Management Information System to be submitted to the Project Oversight Committee, and subsequently to IFAD.
- Put mechanism in place to ensure that fixed assets are well accounted for and regular verification is undertaken of the condition of assets and their location.
- Preparing bank reconciliations for the project accounts.
- Assisting in review of invoices and supporting documents before any payments are processed.
- Following up on outstanding advances both to staff and service providers.
- Assisting in ensuring budgetary controls to ensure that no payment is done unless there is sufficient budgetary provision.
- Facilitate systematic and accurate recording/filing and maintaining of accounting records.
- Prepare the Share of Expenditures (SOE's) and the Withdrawal Application (WAs) to IFAD for timely replenishment.
- Assist in the reporting of any in-kind co-financing mobilized for the project from government, beneficiaries and other third party contributors.
- Participating in the Audit exercises, providing auditors with all information and documentation required
- Follow up accountability of funds advanced at the level PMU and other implementing partners.
- Prepare salary and remit tax deductions in timely way.
- Withholding Tax is recovered from payments, remitted and Tax Certificates are issued to suppliers.
- Any other duties as may be assigned by the Finance Manager.

Competencies

- Strong organizational skills. Versatility, ability to multi task and meet deadlines.
- Excellent organizational and analytical skills.
- Excellent computer skills and well-versed in the use of Excel, Word and accounting software.
- Good communication skills and ability to interact with a wide range of private sector partners and government representatives.

Qualifications and Experience

Minimum Educational Requirements

- Bachelor of Commerce in Accounting, bachelor's degree in Business Management/Administration, Accounting, Finance, General Accountancy; affiliate professional accountant.
- Postgraduate Degree in any of the qualifications listed above is added advantage

Experience

- At least 5 years professional experience in accounting for Bachelors; 4 Years for Honor's Degree holders and 3 years for Master's Degree Holders

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 year, renewable depending on satisfactory performance.

Position: Monitoring Evaluation and Learning Officer

Duty Station: Maseru, Lesotho

Overall Scope of Work

Reporting directly to the Monitoring, Evaluation and Learning Manager the Monitoring, Evaluation and Learning officer will be responsible for M&E System and oversee that implementation is realised according to the conditions of Loan agreement and Project Implementation Manual.

Main tasks and Responsibilities

- Participate in development of M&E system and tools for enhanced project performance tracking.
- Participate in development of project M&E framework and plan for implementation of all project M&E activities, in close collaboration with other PMU staff members;
- Assist in designing of the key performance Indicators for each component, for recording and reporting of physical progress against the Annual Work Plan and Budget (AWPB);
- Support implementation of M&E activities to verify the quality of data provided and identify areas for adaptations;
- Facilitate dissemination of the outputs M&E findings with project Staff, implementing partners and primary stakeholders;
- Contribute in development of Annual Work Plan and Budget to guide implementation of project activities;
- Contribute in development of a plan for M&E capacity building to keep up with the new trends;
- Support the development of contract specifications of service providers, to enhance M&E for service provider's performance; and
- Develop the framework and procedures for the evaluation of project activities in collaboration with stakeholder to assess progress towards project objectives.
- Conduct meetings with project partners/stakeholders to assess their role in the implementation of the projects.
- Assess the impacts of the projects on the socio economic conditions of the target communities.

Competencies

- Planning and organizing skills;
- Effective communication and negotiation skills interpersonal skills;
- Ability to navigate complex governance and stakeholder management situations;
- Diversity management skills;
- Highest standards of integrity and discretion;
- Results-oriented;
- Competent in data analyzing software's such as SPSS, Stata, Eviews etc.

Qualifications and Experience

Minimum Educational Requirements

- Bachelor's Degree in Monitoring and Evaluation, Economics, Statistics

- Post Graduate Degree in any of the listed qualification is an added advantage

Experience

- Minimum 4 years practical experience in Monitoring and Evaluation for bachelor's degree Holders and 3 years for Honor's Degree Holder and 2 Years for Masters Degree Holders.
- Experience in conducting surveys, developing questionnaires and processing data is an added value;

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 year, renewable depending on satisfactory performance.

Position: Knowledge Management and Learning Officer

Duty Station: Maseru, Lesotho

Overall Scope of Work

Reporting directly to the Monitoring Evaluation and Learning Manager the Knowledge Management and Learning officer will support knowledge management activities, practices and learning activities within the project areas. He/She will document the best practice of project activities and ensure learning.

Main tasks and Responsibilities

- Support development on project knowledge management strategy
- Identify new areas and analyse existing knowledge management support in project activities
- Provide advice on how the project staff can integrate Knowledge management in their activities
- Support the development and dissemination of knowledge and experience through enhanced communication, strengthened knowledge products and publication
- Propose and promote creative solutions for knowledge management in the project
- Prepare knowledge management analytical reports
- Coordinate and oversee working relations with all local project stakeholders and serve as liaison between them and project team
- Professionally document and proactively share information and learning from projects with Save the Children staff and stakeholders as necessary.
- Work with the MELM to ensure that key learning's are incorporated in upcoming proposal plans and interventions
- Support program teams in developing quality program reports and providing the necessary data also ensure to incorporate past learning.
- Ensure quality of data reported and verify all data and information from sources periodically on a sample basis.
- Work with other project staff to produce case studies, best practices; lessons learned and project audit documents for internal and external use
- Participate in conducting data quality audits and review it frequently

Competencies

- Planning and organizing skills;
- Effective communication and negotiation skills interpersonal skills;
- Ability to navigate complex governance and stakeholder management situations;
- Diversity management skills;
- Highest standards of integrity and discretion;
- Results-oriented;
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Qualifications and Experience

Minimum Educational Requirements

- Bachelor's Degree in Communication or Knowledge Management
- Post Graduate Degree in any of the listed qualification is an added advantage

Experience

- Minimum 5 years experience in Communication and/or Knowledge Management for Bachelors Degree Holders and 3 years for Honor's Degree Holder and 2 Years for Masters Degree Holders.
- Excellent writing skills, and proven publications in media and online
- Experience in teaching, lecturing, communication or writing an added value
- Experience in graphic design, layout, and/or web-page management an added value

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 year, renewable depending on satisfactory performance.

Position: Project Field Officer (X6)

Duty Station: In either Quthing, Botha Buthe, Leribe, Berea, Thaba-Tseka or Qacha's Nek, Lesotho

Overall Scope of Work

Under the supervision of Project Coordinator, the Project Officer will work closely with District Coordinator in the Ministry of Forestry Range & Soil Conservation of the District he/she will be serving. The Project Officer will be responsible for coordination of the technical input from various stakeholder of the project including the line ministries, civil societies, academic institutions and private sector and play a vital role in the supervision of Sub-Catchment Field Facilitators in the project areas of his/her district. The position is hosted at district level.

Main tasks and Responsibilities

- Act as a liaison between the project and stakeholders of various institutions including line ministries, Civil Society Organizations, academic institutions and the private sector
- Responsible for the implementation of project activities in the district within sub-catchments project areas
- Conduct capacity assessment of the stakeholder institutions and analyse their development activities/projects for improved environmental management
- Facilitate project stakeholder engagement in the development of AWPB and oversee its implementation and report to PC based on inputs from Sub-Catchment Field Facilitator.
- Identify opportunities for synergies with other developmental activities /projects ongoing
- Keep record of all interactions conducted with stakeholders and provide summary report and feedback to PC on monthly basis
- Facilitate the service provided for awareness raising and publicity campaigns to target audiences with specific messages and programs of the project in the district within the Project Areas
- Provide input to management and technical reports from the district to PMU and other documents described for the overall project operations
- Take lead and participate in the training and capacity building workshops of Coalition groups, community councils, interests groups etc. in line with the fulfilment of the stakeholder engagement plan

Competencies

- Good communication and interpersonal skills.
- Strong personal management skills.
- Excellent knowledge of MS Office.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Highest standards of integrity, discretion and loyalty.
- Demonstrated capacity to produce high quality technical reports.
- Solid skills in working and collaborating with line ministries civil societies, user groups local authorities and a team builder is a requirement
- Ability coordinate and supervise team members

Qualifications and Experience

Minimum Educational Requirements

- Bachelor's Degree in Agriculture, Environment or Natural Resource Management;
- Post Graduate Degree in any of the listed qualification is an added advantage;

- Trainings in participatory methods/approaches is an added value;

Experience

- Minimum 4 years experience in Natural resource management for Bachelors Degree Holders and 3 years for Honor's Degree Holder and 2 Years for Masters Degree Holders.
- At least 2 years of experience in managing teams;
- Prior experience in multi-stakeholder process (engagement, planning, monitoring) is an added value;

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 year, renewable depending on satisfactory performance.

Position: Sub-Catchment Field Facilitator (X16)

Duty Station: In either Quthing, Botha Buthe, Leribe, Berea, Thaba-Tseka or Qacha's Nek, Lesotho

Overall Scope of Work

Under the supervision of Project Field Officer, the Sub-Catchment Field Facilitator is required to coordinate, implement and monitor project activities at sub-catchment and community council(s). He/She will be responsible for the implementation of project interventions supporting the coalitions and other interest groups within sub-catchment in the project area. Sub-catchment Field Facilitator will work closely with stakeholders available in his/her project area in order to manage the project effectively at local level.

Main tasks and Responsibilities

- Oversee and manage project implementation activities.
- Monitor work progress and ensure timely delivery of project outputs at sub-catchment level
- Report to Project Officer and other relevant designated project staff regarding project progress and assessment of implemented activities.
- Provide technical input to annual operational plan and budget of the project derived from sub-catchment activities at time, including data and information collection as may be required
- Supervise coordinate and facilitate the work of technical staff from different implementing line ministries providing service within the sub-catchment
- Provide inputs to technical reports and other documents produced by Project Officer as may be described by project implementation manual, monitoring and evaluation plan
- Participate in the District Project Implementation Committee and Sub-Catchment Implementation Team meetings
- Develop monthly work plan and provide monthly progress report to the Project Officer
- Oversee, assure effective & efficient use and management of project resources including inputs, goods and services provided by the project to different beneficiaries

Competencies

- Good communication and interpersonal skills.
- Strong personal management skills.
- Excellent knowledge of MS Office.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Highest standards of integrity, discretion and loyalty.
- Demonstrated capacity to produce high quality technical reports.

Minimum Educational Requirements

- Diploma in Agriculture or Natural Resource Management
- Degree in any of the listed qualification is an added advantage

Experience

- Minimum 3 years experience in Natural resource management for Diploma Holders and 1 years for Bachelor's Degree Holders and above.

- Experience in working with communities on sustainable development initiatives including community mobilization and collaboration with local authorities in delivering project activities will be an added advantage

Language Requirements

- Fluency in written and spoken Sesotho and English;

Duration of the Assignment

The duration of the assignment will be 3 year, renewable depending on satisfactory performance.

For a detailed set of ToRs please visit the Ministry of Forestry Range and soil Conservation website (http://www.forestry.gov.ls/The%20Miistry_page). All Interested candidates must hand deliver applications, CVs including certified Certificates to Ministry of Forestry Range and Soil Conservation Offices addressed to Director Human Resources, MFRSC, P.O Box 92, Industrial Area, Maseru. The deadline for submission of applications is Monday, 7th February 2022 at 16:30 noon. Please visit Human Resources Office for further enquiries.