

**KAVANGO ZAMBEZI TRANSFRONTIER
CONSERVATION AREA
(A SADC APPROVED PROJECT)**

PROGRAMME MANAGER

This is a contractual position of two (2) to three (3) years' duration with six (6) months probation and is tenable in Kasane, Botswana.

The main purpose of the position is to: ● Oversee and supervise the implementation of the KAZA TFCA field activities and development programmes to meet agreed objectives and to ensure that they remain within the agreed framework and budget ● Assist the KAZA TFCA Regional Co-ordinator in administering the operations of the KAZA TFCA Secretariat.

The key responsibilities of the position include, among others, the following: ● Design a result-based planning, monitoring and reporting framework for field level activities and ensure that the programmes thereof are implemented in an integrated and holistic manner ● Oversee and provide technical backstopping to National Co-ordinators ● Design and implement strategies and programmes that will apprise stakeholders of developments in the KAZA TFCA, using participatory planning approaches and information sharing and feedback mechanisms ● Assist in the development of key TFCA planning documents comprising baseline socio-economic data, natural and cultural resource inventories, resource-use plans, tourism development plans, integrated land-use plans and infrastructure investment plans ● Foster collaboration and cooperation with institutions, community development programmes, businesses and nongovernmental organisations engaged in promoting public-private-community partnerships in the partner countries ● Supervise and conduct performance appraisals of National Co-ordinators and support staff of the KAZA TFCA Secretariat ● Promote teamwork towards the attainment of the KAZA TFCA objectives.

A full job description may be obtained by sending an e-mail to rc@kazatfca.org.bw; modisesc@yahoo.com

Requirements: ● A degree in Wildlife Sciences or Natural Resources Management or related scientific discipline (a postgraduate qualification will be an added advantage) ● 8 years' experience in working with community-based natural resources management programmes or similar interventions ● Experience in planning and managing projects that involve two or more countries ● Fluency in spoken and written English, whereas knowledge of Portuguese will be an added advantage ● Computer literacy and knowledge of Geographic Information System (GIS) ● Valid SADC driver's licence and willingness to travel frequently in remote areas.

Remuneration: A competitive package inclusive of salary and benefits will be offered.

Eligibility: This position is only open to nationals of Angola, Botswana, Namibia, Zambia and Zimbabwe. Applications from nationals of other countries will **not** be considered.

Applications should quote the title of the position applied for and provide the following:

● Full names and address, as well as date and place of birth ● Curriculum Vitae containing educational qualifications and relevant work experience and the names, addresses and telephone numbers of three referees ● Certified copies of identity documents and educational qualifications.

Address applications to: The Regional Co-ordinator, KAZA TFCA Secretariat, c/o Dept of Wildlife & National Parks, Plot No. 199, Office No. 004/005, PO Box 830, Gaborone, Botswana.

Closing date: 28th February 2009

Applications by fax will not be accepted.

For further information, please contact: Mr S. Modise, Tel/fax: +267-3971857, Mobile: +267-723-11163, Email: rc@kazatfca.org.bw and modisesc@yahoo.com

**KAVANGO ZAMBEZI TRANSFRONTIER
CONSERVATION AREA
(A SADC APPROVED PROJECT)**

LIAISON OFFICERS (5 Posts)

These are contractual positions of two (2) to three (3) years' duration with six (6) months probation and are tenable in the respective partner countries – one each in Angola, Botswana, Namibia, Zambia, Zimbabwe.

The main purpose of the position is to:

- Ensure effective implementation of national and local level activities and programmes that will facilitate the establishment, development and management of the KAZA TFCA
- Promote and facilitate regional cohesion in planning developments in the KAZA TFCA.

The key responsibilities of the position include, among others, the following:

- Implement a result-based plan of action aimed at enhancing the participation of national and local level institutions in planning the establishment, development and management of the KAZA TFCA
- Ensure that implementation strategies and programmes incorporate participatory planning approaches, information sharing and feedback mechanisms aimed at active stakeholder involvement in the development of the KAZA TFCA
- Participate in the activities of National Steering Committees at both national and local levels and provide technical backstopping to the respective National TFCA Desk Officers
- Identify local level projects and programmes that contribute to the goals and objectives of the KAZA TFCA and where feasible, link them to the overall TFCA planning processes
- Develop and implement outreach and awareness raising programmes to enhance the transfer of skills and knowledge through workshops, seminars, conferences and field excursions.

Requirements:

- A degree in Natural Resources Management or Social Sciences
- 5 years' experience working in rural development programmes or social sciences
- 2 years' working in community wildlife extension or similar outreach programmes
- Ability to work in a team and communicate in languages spoken in the respective KAZA areas
- Computer literacy including use of power point
- Valid SADC driver's licence and willingness to travel frequently in remote areas.

Remuneration: A competitive package inclusive of salary and benefits will be offered.

Eligibility: This position is only open to nationals of Angola, Botswana, Namibia, Zambia and Zimbabwe, and generally applicable within their own countries. Applications from nationals of other countries will **not** be considered.

Applications should quote the title of the position applied for and provide the following:

- Full names and address, as well as date and place of birth
- Curriculum Vitae containing educational qualifications and relevant work experience and the names, addresses and telephone numbers of three referees
- Certified copies of identity documents and educational qualifications.

Address applications to: The Regional Co-ordinator, KAZA TFCA Secretariat, c/o Dept of Wildlife & National Parks, Plot No. 199, Office No. 004/005, PO Box 830, Gaborone, Botswana.

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**KAVANGO ZAMBEZI TRANSFRONTIER
CONSERVATION AREA
(A SADC APPROVED PROJECT)**

**ADMINISTRATION OFFICER/PORTUGUESE
TRANSLATOR**

This is a contractual position of two (2) to three (3) years' duration with six (6) months probation and is tenable in Kasane, Botswana.

The main purpose of the position is to: • Develop and maintain effective and efficient administrative systems for the management of resources used in the development of the KAZA TFCA within the Secretariat • Translate planning and working documents from English into Portuguese or vice versa.

The key responsibilities of the position include, among others, the following: • Ensure the day-to-day smooth running of the office of the KAZA TFCA Secretariat and maintain a suitable working environment in the office • Manage assets and other properties at the disposal of the KAZA TFCA Secretariat • Support the secretariat in making logistical arrangements as necessary • Ensure the timely translation of planning and working documents associated with the establishment and development of the KAZA TFCA from English into Portuguese or from Portuguese into English • Supervise the activities of consultants and other service providers tasked with translating documents from English into Portuguese or from Portuguese into English • Serve as interpreter for Angolan delegations visiting other KAZA TFCA partner countries on TFCA-related activities and officials of the partner countries and other project staff visiting Angola on official TFCA matters.

A full job description may be obtained by sending an e-mail to rc@kazatfca.org.bw; modisesc@yahoo.com

Requirements: • A first degree in public or business administration and experience in working with donor funded projects • A professional qualification in Portuguese-English-Portuguese translation and interpretation • A minimum of 3 years administrative working experience and translation services • Fluency in both spoken and written English and Portuguese • The ability to translate technical material and concepts will be an advantage • Computer literacy and familiarity with Word and Excel • Valid SADC driver's licence.

Remuneration: A competitive package inclusive of salary and benefits will be offered.

Eligibility: This position is only open to nationals of Angola, Botswana, Namibia, Zambia and Zimbabwe. Applications from nationals of other countries will **not** be considered.

Applications should quote the title of the position applied for and provide the following:

• Full names and address, as well as date and place of birth • Curriculum Vitae containing educational qualifications and relevant work experience and the names, addresses and telephone numbers of three referees • Certified copies of identity documents and educational qualifications.

Address applications to: The Regional Co-ordinator, KAZA TFCA Secretariat, c/o Dept of Wildlife & National Parks, Plot No. 199, Office No. 004/005, PO Box 830, Gaborone, Botswana.

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