

PROGRAM COORDINATOR (m/f/d)

LEGACY LANDSCAPES FUND (LLF) - INTERNATIONALER NATURERBE FONDS



is searching for a: **Program Coordinator**

REPORTS TO:	Program Director
LOCATION:	Berlin
SALARY:	Competitive
CLOSING DATE:	22 May 2022
START DATE:	t.b.d. jointly
CONTRACT:	Full time

ABOUT LEGACY LANDSCAPES FUND

Legacy Landscapes Fund (LLF) was founded in 2020 by BMZ and KfW and aims to make a significant contribution to the conservation of global biological diversity through an innovative approach. Under the legal form of a charitable foundation with public (governmental) and private (philanthropic) funds, LLF will provide long-term to permanent core funding for globally essential biodiversity areas, that is Legacy Landscapes, in partner countries of the Global South. To ensure efficient and impact-oriented management of Legacy Landscapes, LLF will promote partnerships of protected area authorities, and local communities, together with experienced NGOs. These partnerships will strive to manage the Legacy Landscapes for improving conservation of biological diversity, while at the same time securing the rights of the local populations and their livelihoods.

THE ROLE

You will be one out of two Program Coordinators reporting to the Director of Programs. You will implement grant management processes, manuals and strategies. You will advise the Program Director and the implementing partners on all matters related to process and compliance in implementing the LLF grant program. You will contribute to the establishment and further refining of clear and precise guidelines for grant applicants and grantees and co-facilitate preselecting funding proposals and preparing decision memos. As Program Coordinator you will contribute to design and implementation of appraisal systems to monitor and evaluate the program performance both for technical and financial criteria and ensure relevant narrative and financial reporting. You will serve as a key interface between LLF and the grantees and will communicate assertively with applicants and grantees, during the preparation-, selection-, and implementation processes. As Program Coordinator you will closely coordinate with your peers in private and public LLF donor organizations.

KEY RESPONSIBILITIES

- Supporting the entire implementation chain from Program development, -analysis, -monitoring & evaluation all the way to reporting. You will suggest corrective action and meaningful evolution whenever required.
- Contribute to the development of policies and procedures for the foundation, including program & implementation guides, procurement and compliance policies with relevant legal requirements.
- Analyse project proposals, support project selection and ensure that they are aligned with strategic objectives of the organization.
- Exchange regularly with other LLF staff, including Environmental and Social experts, and prepare relevant documentation.
- Monitor the implementation of the LLF Programs according to formal grant agreements and match funding agreements, thus promoting the quality of implementation while monitoring and overseeing their effectiveness, sustainability, and impact.
- Monitor the contribution of programs for attaining the agreed overall LLF objectives and defined program indicators.
- Be in continuous communication with grantees and support them in the planning-/adjustment-/ and reporting process.
- In cooperation with the Program Director ensure the financial management, budgeting and planning, including assurance of annual audits, and reporting as a foundation and to public and private donors.
- Support the Program Director in contracting a variety of formal agreements, consultancy contracts, and supporting all relevant internal process and workflows.
- Contribute to building capacities of implementing partners and beneficiary communities.
- Facilitate and ensure lesson-sharing and appropriately identify and manage program- and implementation risks and propose corrective measures.
- Contribute to continuous improvement of the operational guiding documents such as concept note templates, budget frames, log frames, implementation guides and other relevant documents.

KEY QUALIFICATIONS

Candidates applying for this position must provide evidence of the following:

- Master's Degree in Biological Sciences, Conservation Biology, Natural Resource Management, International Development, Sustainability Management, Resource Economics, or related environmental and social studies.
- Working experience in international NGO(s), bilateral or multilateral development or conservation organization, ideally on field and HQ level.
- Relevant professional experience (giving and receiving grants) in program planning, -implementation, financial & narrative reporting in an international context.
- Demonstrable experience and knowledge of Project Cycle Management, Open Standards, Logical Frameworks and other strategic and/or programmatic planning instruments e.g. Balanced Scorecard, Theory of change, PfR Planning for Results, GOPP goal-oriented project planning, etc.

- Experience in communicating with national and international stakeholders such as ministries and other relevant funding institutions.
- Demonstrated high level of professionalism and ability to work independently to deliver under tight deadlines.
- Sound knowledge and ability to work with computer and software systems, database, spreadsheets, and other software tools.
- Sound understanding or the realities or experience of working in a country in the global South.
- Diplomacy and workshop moderation skills and public speaking experience.
- Excellent written and oral language skills in English, additional German, French and/or Spanish language expertise will be seen as beneficial.
- A work permit for Germany.

ABOUT YOU

You are passionate about conservation, biodiversity, and development. You are an energetic, diplomatic, thorough, self-starting, and positive individual who can express ideas, is detail-oriented and process-minded. But you are also flexible enough to enjoy working in an international environment for an organization that will spend its first years continually evolving. You are highly motivated to ensure high-quality program work, but you also feel highly comfortable with large budgets and reporting requirements. Protecting the most valuable biodiversity and conservation sites is as important to you as protecting rights and needs of local communities and indigenous peoples on the ground. You are ambitious, team-oriented, creative, helpful, and have always a good sense of humour. You stay calm and balanced in any situation and make your point heard in a constructive manner. You have written and spoken fluency in English, and potentially in German, French or Spanish. Ability to travel internationally is required. You are a true hands-on professional with an eye for detail and always a positive attitude.

BENEFITS

LLF is committed to providing a competitive and fair pay package that takes account of the responsibilities of the position and the qualifications of the selected candidate.

APPLICATION PROCESS

Expressions of interest should be submitted electronically, in English, with all supporting documents in a single pdf document.

Please include a letter of motivation (not more than 1,5 pages) indicating your salary expectations, and a complete curriculum vitae.

Please send to info@legacylandscapes.org by 22.05.2022. A shortlist of qualified candidates will be formally invited for an interview process as of end of May, early June 2022.