

**1. JOB SUMMARY:**

<b>POSITION:</b>	Programme Manager
<b>DUTY STATION:</b>	Kasane, Botswana
<b>ACCOUNTABLE TO:</b>	Executive Director
<b>SUBORDINATES:</b>	Include KAZA Country Liaison Officers and Technical Officers
<b>JOB TYPE:</b>	Contractual (3 Years)

**The Organization**

The KAZA Secretariat is the designate entity established by the KAZA partner countries to manage the day-to-day operations of the TFCA. Its overall mandate is to develop KAZA TFCA into a world class conservation area and premier tourism destination. This mandate is executed under the guidance of the KAZA partner countries with support from development partners and a consortium of stakeholders. The KAZA TFCA is a multi-cultural environment.

**The Position**

This is a leadership position in the KAZA Secretariat responsible for the Programme development and implementation as described under the heading specific tasks.

**KEY RESULTS AREAS**

Supported by various experts and the Executive Director the Programme Manager is responsible for providing strategic leadership across the spectrum of KAZA operations including *inter alia* biodiversity conservation, tourism business and regional development, stakeholder networking and partnerships. She/he is responsible for the delivery of the outputs of the KAZA Programme as agreed upon with Partner Countries and various stakeholders.

**Key Deliverables Expected**

- a) Annual Work Plans and Budgets.
- b) Multi-year implementation strategy of the KAZA Programme.
- c) Periodic Progress Reports and Technical Publications, including Monitoring and Evaluation Reports.
- d) Mission Appraisal Reports and Aide Memoires.

## SPECIFIC TASKS

### 1) Programme Development and Implementation

- a) Play a leading role in the organising the work of the various working groups. Assist the working groups (conservation, community development and tourism) to develop their agendas and work programmes to proactively develop the joint policies and joint projects which the countries should implement to take the KAZA TFCA forward.
- b) Lead the conceptualization, development and implementation of the KAZA development Programmes and ensure that the programme achieves the desired impact.
- c) Responsible for the day-to-day strategic management of the KAZA Programme *inter alia* work and financial planning, procurement of goods and services, programme coordination, monitoring and evaluation (outcomes and outputs) and progress reporting and stakeholder management.
- d) Coordinate the development and implementation of practical and innovative conservation and tourism strategies that will ensure sustainable conservation and tourism implementation which will contribute to cross border and regional development.
- e) Develop and implement strategies that will enable communities to realize pragmatic returns from the KAZA TFCA.

### 2) Policy Implementation

- a) Review environmental conservation and tourism policies and legal instruments of KAZA partner countries and formulate protocols aimed at harmonizing the management of shared natural resources as well as tourism development strategies and practices of the partner countries.
- b) Advise KAZA stakeholders on the key KAZA policy and strategic issues as they relate to the development of the TFCA.

### 3) Technical support and Advise

- a) Identify and mobilize technical support required for each of the projects implemented under the KAZA Programme including procurement of consultancy services required in the execution of specialized tasks.
- b) Monitor and evaluate implementation of the KAZA Programme outputs and outcomes using qualitative indicators in the partner countries and take appropriate interventions that will ensure the programme remains on course and achieves the KAZA objectives.
- c) Collate, analyse and share information created by the programme with various stakeholders in relation to the development of KAZA.

### 4) Resource Mobilization and Stakeholder Management

- a) Assist the Executive Director and KAZA partner countries to develop and implement fundraising strategies and serve as gate keeper for all funding proposals in order to ensure quality control and effective coordination of the fund raising programme.
- b) Assist the Executive Director in nurturing relationships with development partners and other funding agencies.
- c) Translate the KAZA strategic direction to stakeholders and galvanize stakeholder support around the core business of KAZA.

- d) Represent KAZA and the interests of partner countries during negotiations and setup of various agreements related to conservation and tourism business in the TFCA.

5) **Communication**

- a) Ensure that information on projects is regularly updated on the KAZA Website.
- b) Lead the writing of reports and scientific publications on KAZA core business and other related subjects that would showcase the significance of KAZA as a regional development programme.
- c) Support the Communications Team in raising the profile and visibility of KAZA as a conservation and tourism brand and its significance as a regional development programme and enhance its corporate image among various stakeholders in the region and at international level.

6) **Administration and Capacity Building**

- a) Act as Executive Director whenever requested to do so by COSO.
- b) Prepare various reports and working documents for submission to the KAZA governing structures and development partners.
- c) Oversee the procurement of goods and services and ensure proper management of KAZA assets e.g. motor vehicles, office and field equipment
- d) Supervise programme staff and consultants.
- e) Develop strategies and programmes for building the capacity of government institutions, private sector and local communities through training, mentoring and coaching.