



**WWF** *for a living planet*

## Job Description

**Position** : **Project Officer**

**Reports to** : Project Manager

**Location** : Kampala

### Department Mission:

To ensure the development and implementation of the WWF Uganda Conservation Strategy to the highest standards.

### Role Definition:

To implement, monitor and evaluate the “Oil for Development Project” and strengthen WWF UCO’s contribution towards better management of environmental and social aspects of oil and gas development in Uganda in line with the WWF standards and guidelines.

### Responsibilities:

1. Develop periodic operational work plans and budgets for the “Oil for Development Project interventions” in Uganda in line with WWF project and donor requirements.
2. Review, monitor information on petroleum development, develop strategic options and periodically advise the Energy & Climate Programme in line with relevant agencies and/or projects and WWF guidelines.
3. Develop, review and implement policy recommendations, lobbying and advocacy strategy with relevant partners in line with WWF guidelines.
4. Provide technical support to WWF UCO and its partners in managing the environmental and social aspects of petroleum development in Uganda in line with WWF guidelines.
5. Provide technical support, coordinate and implement capacity building interventions for Civil Society Organization and other partners on environmental and social aspects of petroleum development in Uganda line with the WWF UCO project guidelines.
6. Develop and maintain relations with a dynamic network of civil society partners (in the Albertine Rift, at national and local government level) and promote strong linkages to engage government and the private sector on petroleum development issues in line with WWF guidelines.
7. Develop cross-learning and exchange platforms with other WWF OfD partners within Uganda, the region, and internationally and coordinate feedback mechanisms for WWF UCO and the Energy & Climate Programme in line with the WWF guidelines.

8. Prepare and coordinate meetings, sensitization workshops, outreach forums, research studies, missions and other related events with various civil society, government and private sector in line with WWF and project requirements.
9. Monitor the implementation of the project M&E framework and plan including compliance with work plans, targets and results in line with the WWF M&E guidelines.
10. Prepare and submit monthly technical reports to key stakeholders in line with project documents, donor requirements and WWF guidelines.

**Profile:**

**Required Qualifications**

- Bachelor's (honors) degree in Environmental and Natural Resource Management, Social Work, Development Studies, Social Sector planning, Community Development or related field.
- Experience in civil society engagement, organizational capacity development, lobbying, advocacy, natural resources management is a must.
- At least three years of relevant professional experience in the technical areas identified above.
- Experience in NGO project planning and management.
- Experience in oil and gas or extractives development is an added advantage.

**Required Skills and Competences**

- Conceptual, analytical and problem-solving skills.
- Demonstrated ability to handle complex processes and information integration.
- Demonstrated ability to coordinate projects, planning, development and implementation of capacity building initiatives.
- Ability to maintain effective working relations as a team member.
- Proven interpersonal skills and ability to establish and maintain effective working relations with people/teams in a multi-cultural, multi-interest, multi-ethnic environment.
- Capacity of working in situations under pressure.
- Oral and written communications skills.
- Must be detail-oriented and have the ability to multi-task under limited supervision.

**Working Relationships**

**Internal:** Interacts and closely works with the Project Manager, Programme Coordinator –Energy, Climate and Extractives, other relevant project teams and administrative support staff in all Uganda Country Office offices.

**External:** Interacts with various district local governments, private sector, the Ministries of Energy and Mineral Development (in particular the Petroleum Directorate), Ministry of Water and Environment, Ministry of Tourism, Trade and Industry and related departments and agencies among others; Civil Society Institutions (both national and local government level) working on oil and gas issues, including national and regional civil society networks.