



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

INTERNAL ADVERT

The National Environment Management Authority (NEMA) was established under the National Environment Act Cap. 153 to coordinate, monitor and supervise all activities in the field of environment for purposes of ensuring sustainable development in Uganda. NEMA in partnership with USAID is undertaking a programme called Biodiversity Understanding in Infrastructure and Landscape Development Programme (BUILD).

The BUILD programme's purpose is to create lasting human capacity for infrastructure analysis, gather and share information globally on what countries are doing *well in sustainable infrastructure development*, and work intensively with several governments in the Albertine Rift, the Amazon Basin and the Himalayas. The programme is funded by the United States Agency for International Development (USAID).

NEMA is seeking a talented professional to hire as project coordinator and researcher in Uganda. This position is based in, Uganda's National Environmental Management Authority (NEMA). The job involves working closely with the Environment Economist of Uganda's National Environmental Management Authority (NEMA) and Conservation Strategy Fund's BUILD Programme Manager to gather information, organize trainings, forums and conduct infrastructure project and policy analysis. The ideal candidate for this job is an experienced dedicated professional with economics and/or environmental sciences background and skills in research and coordination. The person in this position will be part of the BUILD programme and therefore will share responsibility for seeing that the programme accomplishes its biodiversity conservation goals:

Position: Africa Project Coordinator Biodiversity Understanding in Infrastructure and Landscape Development Programme (BUILD)

Reporting:

The BUILD Project Coordinator will work closely with the NEMA Environmental Economist and BUILD Programme Manager in his/her day-to-day activities and will be supervised by the Director Policy, Planning and Information and will be reporting to the Executive Director NEMA and the Programme Manager of BUILD.

Key duties and Responsibilities:

- Gather information regarding infrastructure projects in the Albertine Rift and country-specific policy on infrastructure development in the region
- Coordinate the preparation of meetings, workshops and Forums, including the identification of speakers and the hiring of the venue
- Conduct project and policy analysis
- Facilitate national and international missions and the work of consultants by helping them to access information and make contacts with the relevant stakeholders
- Actively liaise with and support other Government partners including the CSOs involved in implementing BUILD activities
- Ensure project reporting requirements are met and quarterly, annual and financial and substantive reporting is rigorous and timely
- Perform any other duties related to the Project that may be requested

Qualifications and Experience:

- An advanced degree in economics, environmental science / civil engineering with a solid background in environmental economics, environmental engineering and/or infrastructure development.
- Relevant working experience of at least 4 years.
- Knowledge and working experience in Uganda related to environment and development issues and processes. Experience in the Albertine Graben will be an added advantage

Key skills and competencies:

- Outstanding coordinating skills: highly organized, disciplined, reliable, and able to meet and enforce deadlines
- Skills in gathering data and conducting research
- Excellent writing skills
- Poise in verbal communication
- Ability to work in teams
- Fluent in Swahili and English and strong skills in native languages. Other languages, such as French would also be a plus.

Duration

The initial duration of the assignment is 12 months, starting December 2011 and is expected to run until December 2012, subject to renewal upon satisfactory performance.

Remuneration

The post has an attractive package commensurate with the level of education and experience.

To apply: submit your application and CV and supporting documents to the Human Resource Manager, NEMA, P.O Box 22255 Kampala and fill out a form by following this link by Friday 2nd December 2011. <http://conservation-strategy.org/en/about/jobs#coordinator>>.