



World Agroforestry Centre  
TRANSFORMING LIVES AND LANDSCAPES

## World Agroforestry Centre (ICRAF) Recruiting a Programme Development Officer

The World Agroforestry Centre (ICRAF), based in Nairobi, Kenya, is the world's leading research institution on the diverse role trees play in agricultural landscapes and rural livelihoods. The Centre is one of the 15 research institutes supported by the Consultative Group on International Agricultural Research (CGIAR). Our vision is a rural transformation in the developing world—a massive increase in the use of trees on landscapes by smallholder rural households to ensure security in food, nutrition, income, health, shelter and energy, and a regenerated environment. The Centre conducts research in 23 countries in Africa, Asia and Latin America.

### **The position**

We are seeking to hire a creative, energetic and results- oriented individual as a Programme Development Officer in the Director General's Office. The overall responsibility is to support the Director General's efforts to strengthen the institution's participation and collaboration in global and regional initiatives and help raise the Centre's profile. The successful candidate will report to the Director General and will work closely with the Partnerships Coordinator and Director of Communications to strengthen strategic links and rapport with investors and partners; and build alliances in support of ICRAF's initiatives to expand the Centre's resource base. The position will be based at the Centre's headquarters in Nairobi, Kenya with frequent international travel.

### **Duties and responsibilities:-**

1. Work with the Director General in developing, implementing and facilitating the institution's collaboration in major initiatives that raise the Centre's global and regional profile and leadership roles.
2. Help in building alliances with our investors and partners in support of strategic initiatives that will expand the available multilateral, bilateral, corporate and foundation resource base in support of our mission.
3. Identifying and following up on new funding opportunities within multilateral, bilateral, corporate and foundation donor communities, and capitalizing on these relationships and opportunities to increase investment in ICRAF.
4. Assist the Director General in articulating effective briefings on agroforestry and the Centre's work at a high level in global venues, and with collaborating partners and potential donors.
5. Support senior management in establishing and sustaining excellent relations with our donors and investors, and supporting the development of regional and global partnerships to achieve ICRAF's mission and goals.
6. Assist the Director General in analyzing and communicating key strategic, organizational and external issues and provide guidance to enhance the Centre's internal fundraising capabilities.
7. Collating donor's needs and requirements in collaboration with the Centre's communication and information unit
8. Developing protocols to manage donor relations, including the donor database, financial processing, and reporting.
9. Screening ICRAF's project/programme proposals and final implementation reports for content and compliance with agreed terms

### **Minimum qualification and experience**

1. Advanced degree in international development or related field relevant to above responsibilities.
2. In-depth knowledge and understanding of sustainable agriculture, and the environmental sciences, and their roles in the developing countries.
3. In-depth knowledge and understanding about the mechanisms of international development cooperation and partners' and investors' requirements and needs.
4. Five years proven experience of successful programme development, fundraising and project marketing efforts within an international organization.
5. Excellent emotional intelligence, public relations, and team-work skills
6. Excellent written and verbal communication skills in English. Proficiency in another international language is an advantage.
7. Excellent management of records and ability to follow commitments through
8. Ability to work on a variety of tasks simultaneously, and perform well under pressure. Ability to prioritize workloads and meet deadlines.
9. Willingness and ability to work in a diverse multi-cultural environment.
10. Proficiency/skills in relevant information and communications technology.
11. Previous experience in working with multilateral, bilateral, and foundation partners and investors.

The World Agroforestry Centre offers a competitive salary, benefits package, collegial and gender-sensitive working environment. The position is for an initial period of three **(3)** years, subject to a six **(6)** month probation period and satisfactory performance. Applicants are invited to send a cover letter illustrating their suitability for the above position against the qualifications and skills, together with a detailed curriculum vitae, and names and addresses of three referees. All correspondence should be addressed to the Human Resources Unit, World Agroforestry Centre (ICRAF), via email: [icrafhru@cgiar.org](mailto:icrafhru@cgiar.org). Applications will be considered until **23<sup>rd</sup> October 2009 or until the position is filled.** Applicants should indicate **“Application for Programme Development Officer”** on the subject line of their application submissions.

**Only short-listed applicants meeting the above requirements will be contacted.**

**We invite you to learn more about World Agroforestry Centre by accessing our web site: <http://www.worldagroforestry.org>**