

Salary band 4 – Professional 4T	Program expert
Reports to:	Country Coordinator (DV)
Deputy:	--

A. Responsibilities

The program expert is responsible for

- managing programme activities in the field of forestry and other related land use issues
- facilitating the coordination of state institutions, development partners and civil society in the forest sector and related sectors
- coordinating and facilitating capacity development activities for local and national partners in sustainable forest and land use management
- supporting other programme activities

The professional advisor performs the following tasks:

B. Tasks

1. Coordination tasks

The program expert

- links and cooperates with the programme's spin-off projects, partners and organizations (especially development partners) at the national and local level
- coordinates relevant programme activities (including piloting the forest sector reform) at local and national level in consultation with the country coordinator and assigned consultants, and in cooperation with partners and NGOs
- ensures general programme planning including preparation, organisation and moderation of planning exercises and their implementation management, monitoring, quality management, evaluation, communication and documentation on forestry and other land use issues
- compiles relevant information for programme activities and assignments
- supports programme management activities (e.g. impact monitoring, programme progress review, reporting) and other programme activities e.g. on Climate Change, Economics of Land Degradation (ELD) Initiative, System of Environmental-Economic Accounting (SEEA)

2. Advising the partner institutions

The program expert

- assists and monitors the development and implementation of programme plans and activities in close consultation with counterparts
- facilitates intra- and inter-sectoral policy dialogue and improvement of legal and political framework
- deals with the design, preparation and implementation of workshops, seminars and other events on issues connected with the programme's area of activity
- facilitates dissemination of experiences gained throughout the piloting the forest sector reform at national and regional level

3. Networking and cooperation

The program expert

- facilitates cooperation, regular contact and dialogue with partners, assists with public relation activities and cooperates with local communities, relevant organisations, non-governmental agencies and individuals in the programme environment and with other programmes to improve and maintain good working relationships
- facilitates the communication between the programme and partners on the piloting process of the forest sector reform and related land use issues

- communicates local interests and efforts, forwards these and encourages sharing of ideas and information for the benefit of the programme at national and regional level
- communicates with experts in Central Asian and other countries

4. Knowledge management

The program expert

- ensures knowledge transfer to programme and spin-off projects information
- develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures
- draws up reports and presentation documents
- prepares appropriate input for various programme reports including annual reports, and contributes to other reports required by the country coordinator and GIZ Head Office

5. General Duties

- will represent the country coordinator in meetings, if requested
- will develop ToR drafts for relevant international and national consultants
- will summarize the meetings'/seminars' discussions and results

C. Required qualifications, competences and experience

Qualifications

- relevant University degree e.g. in politics, economics, ecological engineering, land use, agriculture or environmental governance (specialization on forestry is an asset)

Professional experience

- at least 3 years of professional working experience in a similar position with an international or national organization

Other knowledge, additional competences

- interest and ability to flexibly learn and adapt to new concepts
- good organizational, reporting and communication skills
- high motivation and ability to work independently and meet tight deadlines without compromising the quality of outputs
- team player with a strong interest to work in an international environment
- excellent command of MS-Office
- good working knowledge of modern telecommunication systems
- excellent written and spoken Kyrgyz, Russian, English