



Job description – Senior Technical Officer

Caribbean Natural Resources Institute

Job Title	Senior Technical Officer
Classification	Full time
Supervised by	Programmes Director
Supervises	Technical Officers
Location	CANARI's Head Office, Trinidad and Tobago or remotely
About CANARI	CANARI is a non-profit technical institute operating across the Caribbean since 1989. It is headquartered in Trinidad and Tobago with staff outposted in other Caribbean countries. To achieve our mission of promoting and facilitating stakeholder participation and collaboration in the stewardship of natural resources in the Caribbean, CANARI undertakes research, capacity building and communication and works in partnerships with a range of stakeholders at local, national, regional and global levels. See www.canari.org .
Job summary	The Senior Technical Officer (STO) will be responsible for leading the development, implementation, monitoring and evaluation of one or more of CANARI's programmes to implement the Institute's strategic plan. This involves providing leadership and technical expertise in relation to stakeholder analysis, promoting/facilitating participatory governance and management approaches for the sustainable utilisation of natural resources, and capacity building for civil society and other stakeholders, including youth and women, to engage in participatory governance arrangements and sustainable/resilient livelihoods development.
Essential duties	<u>Project Implementation</u> • Manage project execution, including preparation of work plans, budgets, required reports. • Manage/strengthen project partnerships. • Conduct research and participatory research. • Provide technical assistance and training. • Facilitate workshops and stakeholder consultations. • Promote and facilitate participatory development of policies and plans/programmes at local, sectoral, national and regional levels. • Write technical reports and papers for peer-reviewed journals. • Prepare and deliver technical presentations for workshops, seminars and conferences. <u>Human Resource Management</u> • Assist with the recruitment, selection and capacity building of staff. • Supervise staff, consultants, interns and volunteers on project teams. <u>Organisational Development</u> • Participate in development, implementation and evaluation of the Institute's strategic plan. • Participate in the mobilisation of resources for the implementation of CANARI's strategic plan.

	• Work in collaboration with other members of staff on development and implementation of annual work plans and budget. • Promote the Institute's vision, mission and values. • Contribute to building effective relationships with donors, governmental and inter-governmental agencies, academia and civil society organisations and resource users in the region and internationally. <u>Programme and Project Development and Management</u> • Lead development of the assigned programme and associated projects to be consistent with the Institute's Strategic Plan • Lead negotiation of regional and national partnerships and development of effective project proposals to support work under the programme • Manage large multi-country projects effectively to ensure they achieve their purpose, goals and objectives, remain within budget and are completed on time • Manage project teams, including coaching and mentoring of other CANARI staff • Conduct project monitoring and evaluation, including financial and donor compliance monitoring • Prepare reports for donors on the progress and results (outputs and outcomes) of projects • Evaluate and report on results and process of implementation of the programme • Work with CANARI's communications team to ensure effective communication on the programme(s) and projects to ensure visibility of the Institute's work, knowledge building, and influence on policy and practice
Competencies	• Strong commitment to participation and equity and absolute respect for the diversity of people and demonstrated ability to work effectively with people at all levels • Self-motivated, highly organised, mature and responsible individual willing to accept responsibility, problem-solve, and take initiative • Enjoy working in a fast-paced, results-oriented work environment • Ability to lead and work in multi-disciplinary teams • Practice of continuous personal learning and openness to peer review • Strategic thinker with strong analytical skills • Strong technical writing and verbal communication skills in English • Ability to prioritise and meet deadlines for multiple concurrent tasks
Education and Training	• At least Masters-level qualification in natural resource management or related field • Training in budgeting • Advanced project management training • Advanced training writing proposals for large, multi-country projects (over US\$300,000) to submit to international donors
Work experience	• At least seven years of work experience, ideally in the Caribbean islands, with at least four years at management level in fields related to natural resource management, governance and livelihoods, either from the natural or social science.

	• Experience working at the regional level in the Caribbean, familiarity with regional governance arrangements and key stakeholders and initiatives, and established networks and relationships. • Proven skills and ability to manage large, multi-country projects (over US\$300,000) and develop a project work plan and detailed budget, conduct financial planning and monitoring with support from the CANARI Financial Officer, supervise a team of staff and consultants to ensure delivery of results (outputs and outcomes), • Significant experience in conducting: assessments and research; natural resources management; sustainable livelihoods development; capacity building; communication for awareness and advocacy; facilitation of participatory multi-stakeholder planning; and policy development processes
Physical requirements	• Ability to sit at a desk, working on computers for prolonged periods of time. • Ability to work sometimes in warm/ uncooled spaces at workshops or meetings in communities
Travel requirements	Potential travel one week per month on average, largely within the Caribbean