



JOB DESCRIPTION (ACT2021/060)

Position Title : Country Manager
Location : Paramaribo
Reports to : Program Manager/ Program Director
Period : 1 March 2021 – 1 March 2022

ABOUT THE ORGANIZATION

Amazon Conservation Team (ACT)

The **Amazon Conservation Team** (ACT) is a nonprofit organization dedicated to preserving South American rainforests. The mission of ACT is to partner with indigenous and other local communities to protect tropical forests and strengthen traditional culture. ACT has a presence in Brazil, Guyana, Colombia, and Suriname. We have a unique niche among environmental nonprofits working in the tropics: ACT protects the rainforest by working hand-in-hand with indigenous peoples and other local communities in the Amazon. Specifically, we seek to steadily increase the number of local communities in the Amazon that are able to monitor, sustainably manage and protect their traditional forestlands and significantly increase the area of Amazonian rainforest with improved protection.

ACT's strategic approach to conservation, focusing on **sustainable land management and protection, secure and sustainable livelihoods, and strengthened community governance and culture**, support our vision for the Amazon and provides a clear, unified, and long-term direction for how our organization operates. The Amazon Conservation Team Suriname (ACT Suriname) was officially established in 2002 to strengthen ACT's relationship with the indigenous and Maroon communities in central and southern Suriname.

PURPOSE:

The Country Manager is primarily responsible for oversight of all of ACT activities regarding the execution of the ***national program component***. The Country Manager reports to the Program Manager and the Program Director in the ACT Suriname office which acts as an ACT North East Amazon office. The Country Manager will be expected to follow ACT-US reporting and management procedures, as well as the specific local guidelines to develop work plans for local activities as appropriate. The Country Manager is based in the ACT Suriname office in Paramaribo, Suriname, and leads a team in Suriname.

DIMENSIONS:

This position has 2 direct reports structure and reports to the Program Manager, Program Director. The incumbent collaborates primarily with the 2 regional coordinators, Indigenous and Tribal Coordinators, and the ACT team in Suriname. The Country Manager is the coordinator of all projects in Suriname and has therefore a special delegation of reporting obligations to the Grants and Development Manager, and to the IP and Tribal Coordinators with field teams for timely execution within the allocated budgets.

KEY RESPONSIBILITIES & ACCOUNTABILITIES FOR NATIONAL COMPONENT OF THE PROGRAM:

- Understanding the programmatic, operational, and ideological side of the organization;
- Contribute to a training program for a sound integration of program components by team members for a good program execution across the region;
- Responsible for initiating brainstorming session with the relevant team members, on the best approaches for capacity building and leadership development across with colleagues;
- Working with the team to execute the Annual Operation Plan 2021 (AOP) committed projects;
- Leading the Indigenous and Tribal Coordinator in Suriname;
- Ensure that all project deliverables are timely reached, or at least adaptive approaches agreed upon within the team
- Monitoring of program implementation, and budgetary consequences;
- Regularly communications with Grants and Development Manager coordinator for addressing existing templates, and determine required formats for reporting project progress to donors;
- Initiating monthly and quarterly meetings with respectively the Program Manager, Financial Manager to track the project progress (Planned- vs actuals);
- Responsible for reviewing forecasting and planning for activities monthly;
- Ensuring that necessary stories, movies, and communication materials on the outcomes of the different project are shared with the different groups involved at field/ country;
- Part take in the regular Operational and Programmatic meetings on different levels;
- Responsible for planning and execution of the capacity building program from ACT staff, to the field level, CSO's, and GoS;
- Analyze the relationships of ACT with CSO's and GO's agencies to contribute with an adequate strategy for forming allies;
- Coach IP and Tribal Coordinator in the field and the office to improve their planning, reporting, and management challenges;
- Accompany the PD to advocacy and promoting meetings with strategic partners and give presentations.

The duties and responsibilities listed above are representative of the nature and level of work assigned and not necessarily all-inclusive.

WORKING CONDITIONS/ENVIRONMENT:

The position is located at the Paramaribo office. Domestic and international travel is mandatory.

WORKING RELATIONSHIPS

- Team members ACT-Suriname
 - Members of the interior community
 - Government organizations
 - Other NGO's operating within the same area
-

SKILLS, KNOWLEDGE & EXPERIENCE

- At least 10 years' experience in management, reporting, and supervision of projects in the field of conservation, indigenous issues, sustainable management of natural resources
 - Have a good knowledge of the issues in the Amazon and the Guiana Shield in particular
 - Having good knowledge of issues regarding conservation and indigenous peoples and tribal people
 - Excellent reporting techniques, both technical and financial. Oversight of budget spending and Monitoring and Evaluation
 - Good knowledge of ACT and other key NGO's
 - Adhere to the core values of ACT
 - Fluency in many languages covering the program- Dutch, English, and Sranan Tongo
 - Ability to travel in the region and the interior without any problem.
-

DURATION

The duration of this contract is 12 months starting from 1 March 2021 till 1 March 2022

To apply

Please send the following three (3) documents, **Cover Letter**, Most Recent **CV** and a **technical proposal** with methodological approach for this position to HR via info@act-suriname.org with subject [Country Manager Application] no later than the 15th of March 2021.