

Live and Learn Environmental Education

Position available: Country Manager

Live & Learn Environmental Education seeks to recruit a full time Country Manager for its office in Port Vila. The successful candidate will lead a dynamic team and will be involved with all aspects of project management including staff management, relationships with partners, monitoring of progress, evaluation of impacts and the development of work plans and activities.

SELECTION CRITERIA

The successful applicant will have:

- Proven staff management experience
- Good understanding of environmental and development issues, and the principles and practice of environmental and development education
- High level of written and oral communication and interpersonal skills
- Tertiary qualifications in a relevant field
- Experience and strong ability to manage projects
- Self motivation and ability to work independently
- Ability to build networks and work effectively in partnership with Government, non-government organizations and donors as well as with the Live & Learn team, both within Vanuatu and overseas
- Computer fluency

Applications close on Monday 9th November 2009

Applications must include: CV, a statement addressing each of the above selection criteria and contact details for two professional referees addressed to:

The Manager, Live & Learn Environmental Education

PO Box 1629, Port Vila

Ph: 27448 or send by email livelearn@vanuatu.com.vu

Position Description

Job Title

Country Manager, Vanuatu

Position type

Permanent

Remuneration & Conditions

160,000 vt per month.

21 Days annual leave

21 Days sick leave (annually)

Purpose

To provide management and leadership to Live and Learn Environmental Education staff in Vanuatu. Oversee the development and delivery of educational programs; manage donor funding and relationships and general office administration.

Duties and Responsibilities

1. Provide supervision, guidance and encouragement to the Live & Learn team to develop, deliver and evaluate environmental and development education programs.
2. Undertake staff briefings, design of annual work plans and staff appraisals.
3. Coordinate Live and Learn's projects, including supporting their planning, delivery, monitoring and evaluation.
4. Maintain sound office and staff management procedures in line with the Live and Learn Best Practice Manual.
5. Ensure that Live and Learn adheres to best practice financial management, accountability and transparency.
6. Build networks and partnerships with other agencies in accordance with the organisational objectives of Live & Learn, including with Government and non-government organisations, communities and local and international donors.
7. Research and identify funding opportunities and prepare funding proposals for environmental and development education projects.
8. Represent Live & Learn at national meetings and when required at international

meetings.

Reports Directly to

Regional Director

Directly Supervises

Project Officers x 2 (one in Santo)

Finance & administration officer x 1

Volunteers x 2

Internal Personal Contacts With

Regional Director

Regional Program Managers

Volunteers/ Advisors

Live & Learn staff in the Pacific and Australia

External Personal Contacts With

Schools – including principals, teachers and students

Community groups

Government and non-government organizations

International development and donor agencies

Experience and Personal Attributes

- * Proven staff management experience
- * Good understanding of environmental and development issues, and the principles and practice of environmental and development education
- * High level of written and oral communication and interpersonal skills
- * Tertiary qualifications in a relevant field
- * Experience and strong ability to manage projects
- * Self motivation and ability to work independently
- * Ability to build networks and work effectively in partnership with Government, non-government organizations and donors as well as with the Live & Learn team, both within Vanuatu and overseas

* Computer fluency

About Live & Learn

Live & Learn is a non-government, non-profit organisation which aims to promote greater understanding of environmental and human sustainability through education and communication. Whilst maintaining a non-political image we work with other agencies, both government and non-government, to share knowledge for a sustainable planet and linking knowledge to change. Live and Learn was founded in 2001 in Vanuatu and is a registered NGO.

Integration of environmental, cultural and development concepts in extensive education programs for the younger generation of the South Pacific community are the prime focus of Live & Learn.

Organisational Objectives

Local ownership of environmental and development education programs, open participation and equality are the foundation of our organisation.

We aim to strengthen this foundation through:

- Establishing action-based, effective and creative learning models and teaching methodologies of environmental and development education;
- Emphasising the importance of linking schools, school managers and teachers with the community, chiefs, elders, parents and NGOs to involve the community in its entirety with environmental and development education;
- Promoting attitudes, policies, institutions and practices that support global and community-based education initiatives;
- Engaging in appropriate partnerships with local teachers, communities, NGOs and government agencies, respecting their position and addressing their needs; and
- Openly sharing knowledge, information and lessons learnt with national partners, colleagues as well as the wider regional and international communities.