

JOB DESCRIPTION

POSITION:	Mountain EbA Program Director
SUPERVISOR:	Executive Director of The Mountain Institute
DUTY STATION:	Washington, DC, USA (estimated 30% time on travel)
STARTING DATE:	1 March 2017 (expected). This full time position is contingent on grant approval by donor. If funded, this will be a three-year appointment, and extendable, under The Mountain Institute’s HR policies

PROGRAM AND POSITION SUMMARY

The Mountain EbA Program Director will lead the program entitled “*Scaling Up Mountain Ecosystem-Based Adaptation (EbA): Building Evidence, Replicating Success, and Informing Policy*” (Mt. EbA). This initiative aims to expand the application of Ecosystem-based Adaptation as a means of increasing climate-change resilience to benefit mountain communities directly as well as millions of people and major ecosystems downstream that depend on mountain resources. It builds on the groundwork of the concluded **Flagship Program for Mountain Ecosystem-based Adaptation** in Nepal, Peru, and Uganda led by International Union for the Conservation of Nature (IUCN), the United Nations Development Program (UNDP), and the United Nations Environment Program (UNEP). The program will be jointly implemented by The Mountain Institute (TMI), as the lead organization, and IUCN in the three Flagship countries (Nepal, Peru, and Uganda) as well as three expansion countries.

Climate change is already affecting the functioning and integrity of mountain ecosystems, and are compounding stresses from various anthropogenic impacts including unsustainable natural resource use. The program’s targeted countries and ecosystems have been identified as highly vulnerable to climate change. Moreover, a multitude of downstream communities depend upon the services provided by these ecosystems. Objectives for this program include: ensuring that initiatives under the concluded Flagship Program and new projects are sustained and yield long-term evidence and lessons; building capacity to replicate successes; compiling and disseminating knowledge on EbA practice in mountains ecosystems; and informing local, national, and international adaptation plans and policies.

The key **Outcome** for the proposed program are: *Effective and sustainable EbA measures for mountains are applied and up-scaled in flagship countries; expanded to other mountainous regions in South America, East Africa, and South Asia; and shared globally by key actors.* The program **Outputs** are:

- (I) Mountain EbA measures are being continued, tested, and adapted at local levels by communities, governments, and other stakeholders in Flagship Country Sites;
- (II) The Mountain EbA approach is being up-scaled in Flagship countries, locally and nationally, and taken into account in planning processes and strategies for application in Expansion countries by local governments and other stakeholders; and
- (III) EbA as an adaptation strategy for mountain regions is taken into account by key actors in national and international policies and planning processes.

The Mountain EbA Program Director will have overall responsibility for leading the multi-country and multi-institution program team. S/he will insure effective program collaboration with The Mountain Institute's regional programs, IUCN, government agencies, other non-governmental organizations, technical and research sectors, donors, and other stakeholders. S/he will be responsible for the overall management of the program; delivering technical, scientific and policy outputs; providing technical guidance and harmonizing approaches across institutions, countries and regions; and monitoring, evaluation and reporting. Responsibilities will include documentation of lessons learned, as well as representation of the program and its findings at major policy, scientific and technical fora. Additionally, the Mt. EbA Program Director is expected to contribute to other mountain conservation and sustainable development related activities, as well as to overall strategies and program development work of The Mountain Institute at country, regional and global levels.

A competitive salary and benefit package will be offered. A Washington, DC base is preferred, but some flexibility may be possible.

For those interested in applying for this position please email a cover letter and recent CV to Dr. Andrew Taber (ataber@mountain.org) and Colleen O'Donnell (codonnell@mountain.org).

MAJOR DUTIES AND RESPONSIBILITIES

Program Leadership, Coordination, and Harmonization (25% time)

- a. Responsible for overall leadership, coordination, and harmonization of the Mt. EbA Program.
- b. Represent the program internally in The Mountain Institute, and to IUCN and other partners, stakeholders, and key audiences.
- c. Lead program implementation in coordination with IUCN, international agencies, national to local government stakeholders, and other partners including civil society organizations, academic institutions, private sector, and donors.
- d. Coordinate among Mt.EbA partners (IUCN, government, other technical partners, etc.) on a regular basis on harmonization, planning, production, sequencing, and quality control of program deliverables.
- e. Ensure close coordination with other relevant projects and programs.
- f. Facilitate coordination and other support for consultants hired by the program, and for any relevant BMUB and other missions related to the program.
- g. Ensure the promotion of gender equality and social inclusion in all stages of program.

Program Technical and Policy Knowledge Sharing and Advocacy (25% time)

- a. Represent the Mt. EbA Program and The Mountain Institute at international fora, workshops, and conferences including presenting results, moderating events, etc.
- b. Support and oversee the development of high impact and relevant reports, policy and info briefs, other publications and communications materials (both printed and on-line) on Mt. EbA for target national and global audiences.
- c. Strengthen capacity and awareness of government and other relevant stakeholders on the importance of EbA approaches and support mechanisms to institutionalize EbA so that it is taken into account in policy, planning processes, strategies, and funding priorities.
- d. Document and disseminate lessons learned through publication of materials including journal articles, studies, audio-visual productions, and electronic means.

Program Management, Accountability, and Compliance (30% time)

- a. Provide overall technical, financial, and administrative direction for the program.
- b. Prepare overall annual work plan, with input from countries and partners.
- e. Provide technical inputs to the different program components, including preparation or comments on Terms of References (TORs) of consultants and their reports.
- f. Provide/facilitate technical inputs in the design and implementation of demonstration packages at specific project site.
- c. Oversee Grant/ Sub-grant management and monitoring in coordination with Regional Directors and Finance and Administration Officers, as well as with Mt. EbA IUCN staff.
- d. Oversee the development and review of program annual budget and financial transactions and reports, including follow-up on audit findings/recommendations.
- e. Responsible for overall preparation, compilation, and quality control of narrative and financial reports for the program in a timely manner and in coordination with the global team, per The Mountain Institute's and donor guidelines.
- f. Oversee the management and supervision of program human resources to ensure a diverse, skilled, and productive workforce.
- g. Undertake team building, mentoring, coaching, and capacity building (where needed) of staff and implementation partners as necessary.
- h. Promote Gender Equality and Social Inclusion (GESI) both in program and workforce, contributing to an organizational culture where teamwork and diversity is encouraged and all staff and partners feel valued.
- i. Prepare the Individual Performance Plans and Performance Appraisal Reports of Mt. EbA staff direct reports, in coordination with Regional Directors for local staff.

Program Monitoring and Evaluation (15% time)

- a) Oversee development and implementation of monitoring systems for the program, including for risk mitigation. Guide staff and partners in carrying out regular follow-up and monitoring.
- b) Ensure that the data collected addresses diversity and social inclusion – gender, ethnicity, and economic status of the participants, to the extent possible and relevant.
- c) Prepare TORs and select consultants for different monitoring and evaluation procedures, as necessary – community based monitoring, mid term and final evaluations, etc., including independent evaluations.

TMI Strategy and Program Development (5% time)

- a) Support The Mountain Institute's Executive Director and Regional Directors in new program development as and when necessary – contributing with innovative ideas, relevant background research, and seeking information from key stakeholders.
- b) Share lessons from Mt. EbA for incorporation in new programs.
- c) Support the development of new program proposals and budgets with support from The Mountain Institute's HQ and Regional staff.
- d) Ensure that new program development is in line with priorities and policies of local governments.

QUALIFICATIONS REQUIRED

Education

Required: Minimum M.Sc. Degree (Ph.D. preferred) in EbA relevant field such as Natural Resources Management, Ecosystem Management, Climate Change Adaptation, or Biodiversity Conservation.

Experience

Required: A minimum of 10 years of professional experiences in the relevant field at national or international levels. Experience in working with mountain communities, Ecosystem-based Adaptation, and natural hazard risk reduction preferred.

COMPETENCIES AND SKILLS

Core Competencies and Skills:

- Technical knowledge and understanding of climate change and Ecosystem-based Adaptation, as well as community based natural resource management.
- Demonstrated knowledge and experience in working on policy development and capacity building of relevance to Ecosystem-based Adaptation.
- Advanced program management skills, with ability to keep complex projects on track, deal effectively with problems, and fulfill reporting requirements timely manner.
- Ability to communicate effectively orally and in writing to communicate complex, technical information to diverse general audiences for whom English may not be the first language.
- Professional fluency in English, and minimum of working knowledge of Spanish with Nepali language skills a plus.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-governmental; ability to deal with politically sensitive issues.
- Skills in negotiating effectively in sensitive situations.
- Skills in achieving results through persuading, influencing, and working with others.
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

Additional Competencies:

- Integrity and commitment to ethical behavior.
- Respectful of all kinds of diversity. Displays cultural, gender, religion, race, nationality and age sensitivity, and adaptability.
- Accountability towards all: The Mountain Institute, communities we work with, government counterparts, partner organizations, donors, etc.
- Critical thinking and the ability to work independently and analytically.
- Objective with an ability to take a broader perspective.
- Strong inter-personal skills, communication, networking and team-building skills; competent in leading teams and creating team spirit, management of inter-group dynamics and conflicting interests of various actors, stimulating team members to produce quality outputs in a timely and transparent fashion, supporting the collective view of staff and partners.
- Appreciation of the roles and responsibilities of other staff and consultants within The Mountain Institute and among external partners.