



## Call for applications for the CSO Network Coordinator at Environmental Alert

**Job title:** CSO Network Coordinator, Environmental Alert.

**Duty station:** Head office Kampala

**Supervisor:** Programme Manager.

### A) Background

Environmental Alert (EA) was founded in 1988 and has marked 35 years of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation, and hygiene. EA is officially registered with the Non-Governmental Organizations (NGO) Board as a Ugandan non-governmental organization, incorporated as a company limited by guarantee. EA is governed by an Independent Board of Directors that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

### B) Purpose of Position

The CSO Network Coordinator at EA will be responsible for mobilizing civil society under the different Networks whose secretariates are hosted at EA with the target of contributing towards the achievement of the objectives and aspirations of Environmental Alert 10-year strategic plan, 2016-2025. The position provides an opportunity for the practical application of theoretical knowledge, competences and experience concerning joint resource mobilization, investment, and program development in day-to-day activities at EA. EA hosts and coordinates 4 Civil Society Organizations (CSOs) networks under environmental management and conservation. These networks include.

1. Environment and Natural Resource -Network (ENR-Network)
2. Renewable Energy Civil society organization (RECSO Network)
3. Uganda Forestry working group (UFWG)
4. Promoting Local Innovation in Ecologically Oriented Agriculture and Natural Resource Management (PROLINNOVA)

### C) Job Purpose

To lead the development and implementation of the CSO network activities at the secretariat. Specifically, the job will entail the following responsibilities:

- i. Spearhead membership sourcing, servicing and retention through regular engagements and payment of membership obligation
- ii. Support the development and implementation of the EAs Strategy for the period, 2016-2025.
- iii. Support the planning process for Network engagements including projects design, linkages to strategic spaces



- iv. Regularly scan for available Joint funding opportunities to pursue as part of the CSO networks' program development
- v. Work with CSO networks to generate quality and innovative concepts and proposals for Program Development.
- vi. Coordinate EAs Program initiatives and teams for resource mobilization as part of program development for the generation of the required resources for the effective implementation of the strategic plan of the networks
- vii. Participate in meetings with identified strategic partners to pursue structured partnership arrangements for program development through joint planning and implementation.
- viii. Conduct resource mapping and develop strong and effective working relationships with Public and relevant Private Partner (PPP) organizations.
- ix. Support engagement with local collaborations/partnerships with the corporate, private sector, Local and central governments embassies, and any other opportunities for joint implementation towards the achievement of shared goals.
- x. Represent the CSO networks secretariate at all local and international fora
- xi. Lead/coordinate the implementation of the resolutions and actions of the Steering Committees of each network, and EA Board through consultations and guidance by the Executive Director.
- xii. Compile and submit regular performance reports (both technical and financial) for activities under the CSO coordination unit at EA.
- xiii. Work with the EA Team to generate appropriate information materials for popularizing CSO work and achievements for use during engagements with potential development partners.
- xiv. Perform any other duties that may be assigned by the Programmes Manager.

#### **D) Terms and conditions for your position and responsibility at Environmental Alert**

- I. Your duty station will be the EA head offices in Kampala.
- II. You will always abide by the advice and guidance given by the Executive Director as the head of the Organization.

#### **E) Duration for the Position**

The duration for the position is for one year and is renewable based on the performance against set targets and available resources.

#### **F) Finance and benefits**

In compensation for your services, EA will provide a monthly salary and related benefits as per the current staff salary structure



### G) Qualifications, Skills & Experience:

- I. Graduate of at least 2 years from the date of graduation; preferably a first degree in agriculture, agricultural economics, forestry, environment and natural resources, environmental economics, development studies, or any other relevant field from a recognized university or college.
- II. He/ she should have knowledge of policy development especially those under the environment sector.
- III. Appropriate skills and competencies for coordination, program development, and resource mobilization
- IV. Computer literate and demonstrated excellent writing skills.
- V. Development of plans and budgets for program and project concepts and proposals.
- VI. Demonstrated knowledge and skills in building, managing, and sustaining partnerships.
- VII. Demonstrated knowledge and skills for leadership and coordination.
- VIII. Demonstrated experience in managing similar assignments.
- IX. He/ she should have knowledge of both international and government strategies and goals towards environment and climate change.
- X. Clear understanding of major development partners, foundations, Embassy, and Corporates

### H). Essential Competencies:

- I. Good writing, presentation, and communication skills.
- II. Good team and interpersonal skills.
- III. Ability to work under minimum supervision.
- IV. Good interpersonal skills.

### I) Apply:

The application should include a letter describing what motivates you to apply for the job (**not more than two pages**), a detailed CV, copies of academic testimonials, phone number, e-mail address, and names of three referees including your current employer. Only short-listed candidates will be contacted.

Environmental Alert is an equal-opportunity employer, and the position is available for placement at the earliest possible opportunity. Apply to the Human Resource, Environmental Alert, P.O. Box 11259, Kampala. Uganda. Or E-mail [HR@envalert.org](mailto:HR@envalert.org) with a copy to [Lawrence.ssentongo@envalert.org](mailto:Lawrence.ssentongo@envalert.org) or hand deliver to Plot 475/523, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered no later than 31<sup>st</sup> August 2023.