|  |  |
| --- | --- |
| **Job Title**  | **Forest Management Programme Manager** |
| **Unit** | **Performance and Standards Unit** |
| **Role reports to** | Head of Policy Solutions |
| **Supervision** | The incumbent supervises the staff of the Forest Management Programme |
| **Location** | **Bonn, Germany (Hybrid; Relocation Assistance Provided)** |

**Scope of the Position**

To ensure the operational and strategic planning, organization and coordination of the development, maintenance and consistent implementation of our client’s global normative framework in the area of Forest Management and Ecosystem Services.

**Roles and Responsibilities**

* Lead the Forest Management Programme Team, including staff supervision.
	+ Drive, coach, nurture, and inspire the Team to achieve a high sense of belonging, trust and fulfilment, as well as enable team members to deliver a high level of performance.
	+ To exercise the above leadership in the spirit of the company’s Leadership Principles.
	+ Establish and implement effective and outcome-oriented work plans based on considerate annual budgets and in line with organizational strategies and priorities.
	+ Exercise high-quality project management in the Programme.
	+ Ensure timely and quality delivery of all projects in the responsibility of the Programme within the planned budget.
	+ Ensure full alignment and seamless collaboration with the Country Programmes, including aligned leadership and supervision style.
* Establish and implement effective and outcome-oriented work plans based on considerate annual budgets and in line with organizational strategies and priorities.
* Provide oversight to the revision of the organization’s Principles & Criteria and the International Generic Indicators and to the revision of the Ecosystem Services Procedure.
* Coordinate and oversee the development, approval, maintenance, review, revision, interpretation, and implementation of other normative requirements in the scope of the Forest Management Programme.
* Supervise the development of related communications, guidance, and training materials for certificate holders, certification bodies, and the relevant stakeholders.
* Ensure timely and adequate interventions to prevent delays and standstills in the ongoing processes.
* Maintain a well-functioning reporting system for the ongoing processes delivering regular, timely, and up-to-date status reports to management and approval bodies.
* Adhere to PSU operational procedures, e.g. conformance with the internal PSU accreditation program for normative knowledge, agile work planning, reporting on office presence, etc.
* Coordinate activities within and beyond PSU as necessary.
* Support fundraising and reporting to donors.
* Perform additional project work and additional tasks as assigned for special business needs and agreed upon with the formal supervisor.
* Present the organization’s work in various fora, as applicable.
* Participate in the internal competence and accreditation program.

**Cooperation with**

* All programmes within PSU
* All organizational units of organization
* Network Partners

**Requirements**

* Education and Training: A minimum of an MSc. degree in Forest Management.
	+ Other degrees are a strong asset (e.g., Ecology, Natural Resource Management, Business Administration).
	+ PhD degree is a very strong asset.
* Working Experience, Style and Skills:
	+ At least 5 years of professional experience in one or more of the following areas: Forest Management, multi-stakeholder standard development processes, Natural Resource Management, Certification, Programme or Project Management.
	+ Experience in the following areas is a very strong asset: Monitoring and Evaluation, Conservation management, and Corporate environmental responsibility programs.
	+ Proven experience in the successful management of projects.
	+ Documented experience with documentation review and proven records of document management.
	+ Strong review and document evaluation skills: ability to understand complex content and assess its relevance and applicability in a given context using standardized approaches.
	+ Excellent time management skills: ability to perform well while handling several functions simultaneously.
	+ Experience in fundraising and donor reporting is a plus.
	+ Very strong analytical and problem-solving skills.
	+ A very strong sense for diligence and accuracy.
	+ Service and solution-oriented attitude to work.
	+ Proactiveness and high level of engagement.
	+ Administration skills.
* Leadership:
	+ Demonstrated strategic abilities.
	+ At least 5 years of experience in a people leadership position.
* Computer Skills – very good skills in the use of/experience with:
	+ Standard software packages (MS Office 365; excellence in MS Word)
	+ Ability to quickly derive insights from data and reports, as well as guide data analytics relevant for the program performance.
* Communication and relationship management skills:
	+ Exemplary verbal and written conduct and communication skills.
	+ Skills to lead a conversation and the ability to arrive at timely conclusions.
	+ Strong presentation skills.
	+ Conflict management skills.
	+ Assertiveness.
	+ Fluency in English (spoken and written).
	+ Fluency in Spanish (spoken and written) is a plus.
	+ Fluency in French (spoken and written) is a plus.
	+ Ability to explain complex topics to a layman’s audience.
	+ Ability to establish and maintain positive interpersonal relations.

*The updated CVs in English should be submitted to****d.uzunashvili@developmentaid.org*** *under the title***DRS 11724 *Forest Management Program Manager.*** *Due to the high number of applications received, we can only reply to shortlisted candidates. Please note that the above requirements can be modified during the recruitment process according to the client's procedures.*