

Partnership for Forests West and Central Africa Young Professional

Programme Overview:

Partnerships for Forests (P4F) supports investment models in which the private sector, public sector and communities can achieve improved shared value from forests and sustainable land use. By creating market-ready 'Forest Partnerships' that offer an attractive balance of risks and benefits for the private sector, public sector and communities, the programme aims to mobilize significant investment, principally from the private sector.

The programme also supports demand side measures that strengthen demand for sustainable commodities, and activities to create the right enabling conditions for sustainable investment. The five-year programme is funded by the United Kingdom Department for International Development (DFID). The programme is being implemented in East Africa (EA), West & Central Africa (WCA), South East Asia (SEA) and Latin America regions.

Purpose of Role

The Professional (YP) Programme under this project is a one-year structured professional development opportunity designed around experiential learning to give young graduates real-time work experience aligned with the project's needs and objectives. The project will appoint a total of 20 YPs over the life of the program (5 years), i.e. one YP per region over 5 years.

The objectives of the YP program are:

- To build capacity around PPPs and give exposure to PPP processes.
- To provide an environment which will enable high potential graduates to develop knowledge, skills and competencies required to build a successful career, ideally in the forest governance, sustainable land-use, agro-industry, agro-forestry and PPP arenas
- To contribute to the project's objectives
- To grow and build a pipeline of proven individuals who will be able to add value to the project objectives and approach in the future as ambassadors and eventually as professionals involved and proficient in the sector.

What can the YP expect from this experience?

- First-hand practical experience in developing and managing PPP in forestry, agriculture and agro-forestry commodities, and working/engaging with the public and private sectors as well as with civil society and community-based organizations.
- Mentoring and coaching by a senior manager and experienced team members
- Opportunity to participate in relevant training programs
- Opportunity to work as a full team member on a project team, contribute to all aspect of the project, technical, operational and management work, ensuring maximum learning
- Immersion in the environment and natural resource management sector and exposure to international development
- Opportunity to build network, develop relationships and understanding of workplace.

Primary responsibilities

The position will be expected to support the project team in technical aspect of the project and deliver administrative, research, operational and compliance tasks. Expected split between different core tasks will be defined upon the basis of the candidate experience and skill set as well as on the project's needs. The responsibilities could include but not limited to:

- Work closely and collaboratively with technical teams to conduct baseline analysis and reporting needs; define key issues and opportunities, and to provide market and stakeholder analysis
- Assist in grant management and monitoring
- Support Project Officers in developing Partnerships for Forest projects
- Update and ensure the accuracy of project data, financial tracking tools, and project databases
- Perform meeting logistics and record minutes and action items
- Prepare contract action requests (e.g. travel, personnel additions/changes, partner, grant, budget realignment) timely and accurately
- Actively participate in team problem solving sessions and provide data insight and trends
- Assist in the design, implementation and measurement of programs and initiatives
- Assist in organizing, managing and coordinating various regional workshops
- Assist in generating DFID and internal reports

Education and experience required

- Relevant university first degree in sectors relevant to the project (e.g. environmental studies, forestry, agriculture, economics, accounting, business management). A Master's degree is preferable.
- Evidence of experience or interest in stakeholder management, forestry, PPP, sustainability or agriculture commodity value chains - Maximum. 2 years' relevant experience is preferred
- Private sector experience is a strong plus
- Work permit and legal rights to work in Ghana.

Candidate Profile

- Adaptability (keen to try new approaches, employs agile thinking, flexible and open to change)
- Innovation (intellectual curiosity, solution-based problem solving)
- People (communication, follow through, respect for individual, interpersonal relationships, networking)
- Problem solver
- Passion and commitment to the sector and field-based work
- Accountability (ensures work quality, organizational skills)
- Fluency in English - Excellent written and verbal communication skills
- Fluency in in French an advantage

Reporting Arrangement

The YP will be a member of the West and Central Africa team reporting to the Regional Program Manager. This position will work closely with the key program staff based in Ghana and the core team based in the UK. The position will be based in Accra, Ghana, and may require regional and international travel.

Deadline for applications: Monday, 7 May 2018. To apply, send your CV by email to Victoria.toole@thepalladiumgroup.com