

International Institute for Environment and Development

Sustainable Agriculture, Biodiversity and Livelihoods

Job Description

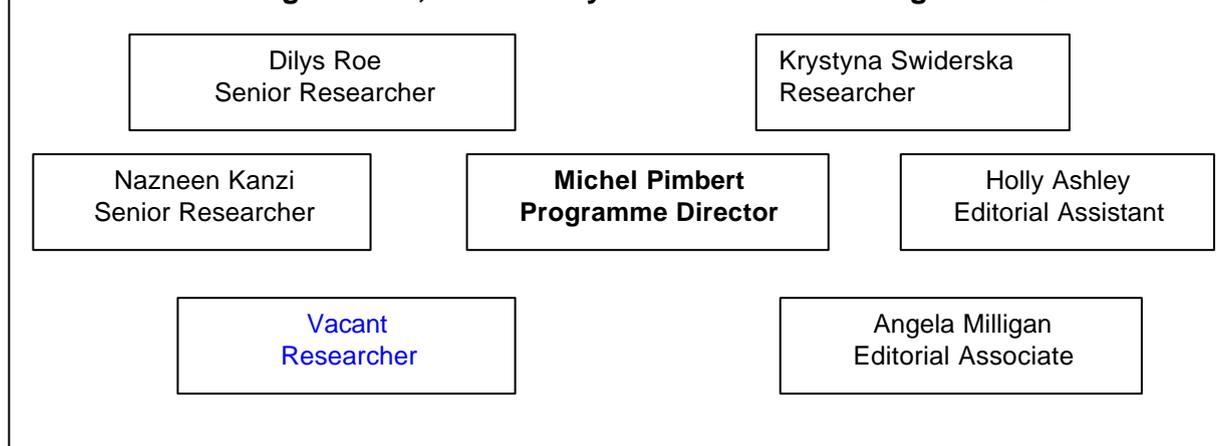
Job title:	Researcher
Responsible to:	Programme Director Sustainable Agriculture, Biodiversity and Livelihoods
Main contacts:	<u>Internal:</u> Staff of Sustainable Agriculture, Biodiversity and Livelihoods Programme, other IIED staff especially Programme/Group Administrators within IIED's Natural Resources Group <u>External:</u> Consultants, research partners, donors, members of the public
Main purpose:	a) To support and/or undertake research on selected projects in Indochina on the governance of natural resources, citizen voice and poverty alleviation. b) To assist and facilitate effective administrative and information communication across the programme and liaise with project partners, donors and other interested parties. A main priority is to provide up-to-date financial information.
Salary:	Programme Grade 5: £22,096 - £27,595 depending on experience
Contract:	Permanent contract, 5 days per week (35 hours)

BACKGROUND:

The Sustainable Agriculture, Biodiversity and Livelihoods (SABL) Programme works to develop more effective and equitable forms of agriculture and natural resource management, and to find ways to yield more sustainable livelihood opportunities out of biodiversity for the poor.

The Programme helps different interest groups to understand trade-offs relating to their livelihood strategies, identify common ground, and negotiate pathways to positive actions that support rural regeneration.

Sustainable Agriculture, Biodiversity and Livelihoods Programme Structure



KEY RESPONSIBILITIES:

Research Support (50%)

1. Provide research support to a programme of multi-lingual, collaborative research within the Sustainable Agriculture, Biodiversity and Livelihoods Programme and IIED's wider Natural Resources Group, with a particular focus on the role of local institutions and civil society in poverty alleviation and environmental management.
2. Liaise with collaborating in-country researchers on selected projects in Indochina (Vietnam, Cambodia, Laos) and, to a lesser extent, in francophone and Hispanic countries.
3. Undertake research work on selected topics, and synthesise research material provided by collaborators, as needed. Organise seminars and workshops on issues relevant to SABL's research projects and dissemination of research findings.
4. Help prepare financial information and narrative for research proposals used in fund-raising applications.
5. Undertake web research and collate information on various subjects as required.
6. Set up electronic discussion groups when required as a tool for consultation and dialogue in selected research projects.

Programme Support (50%)

1. Budget Maintenance and Oversight – prepare and update programme budgets, liaising with project coordinators, accounts and programme director. Monitor spending against contracts and time allocation for programme staff.
2. Internal Communications – liaise with IIED staff in respect of projects, strategy, administration and financial and budgetary matters and attend meetings on behalf of the programme, and present details of the programme's work and aims.

3. External Communications – liaise with people outside the institute: the general public, consultants, collaborators, donors, potential collaborators and representatives of other organisations in the field; maintain web pages and assisting with publications series editing and dissemination.
4. Project Administration/Management – coordinate the development, maintenance and implementation of database and file records of all current, past and planned projects and liaise with donors regarding finances/contracts where necessary.
5. Staff Supervision/Liaison – supervise volunteers and temporary staff and arrange training as necessary.

This job description defines the level of responsibility and areas of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the postholder.

Please note that the 50/50 split between research and support is an indication of the average over the year - sometimes this will vary, depending on the needs of the programme.

Person specification

Essential Skills and Experience

- First degree or equivalent level of education
- A minimum of four years experience in programme and/or project administration
- Fluency in at least one European language other than English (e.g. French, Spanish) and fluency in at least one language spoken in the Indochina region (Vietnam, Laos, Cambodia)
- Research experience on the role of local institutions and civil society in poverty alleviation and environmental management
- Practical experience in designing and managing Databases.
- Excellent knowledge of electronic discussion groups systems and experience in setting up and moderating such groups.
- Excellent knowledge of spreadsheets (Excel), word-processing (Word), communications packages (Microsoft Outlook) and the Internet
- Good writing skills – including the ability to edit and develop written work contributed by others
- Excellent written skills in English developed through drafting text, copy-editing, proof-reading and editorial skills
- Excellent verbal communication skills developed through interacting with a wide variety of people from different cultures
- Experience of arranging meetings, seminars, workshops, etc.
- Enthusiastic and able to build effective relationships in a challenging environment
- Ability to work independently and as part of a multicultural team
- Ability to be adaptable and flexible, prioritise work effectively and balance conflicting demands without close supervision
- A good general grounding in politics and current affairs and an interest in and understanding of the issues involved in Sustainable Development

Desirable Skills and Experience

- Experience of using PowerPoint, Access and Adobe Acrobat
- Experience of managing budgets/financial monitoring