

CORE Project-In Country Program Support Officers-Terms of Reference

1. Introduction

Cuso International (Cuso) is a development organization that works to reduce poverty and inequality through the efforts of highly skilled volunteers, collaborative partnerships and compassionate donors. We envision a world where all people can realize their potential, develop their skills and participate fully in society. Cuso international works in developing countries across the world. Funded by Global Affairs Canada (GAC), Cuso in collaboration with the Caribbean Biodiversity Fund (CBF) is implementing a 4-year project, Caribbean Organizations for Resilient Environments (CORE) to build the capacity of National Conservation Trust Funds (NCTFs) operating in eight countries (Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines, and Suriname) to implement local, nature-based solutions for climate change adaptation and mitigation with a gender-responsive lens.

Cuso will be contracting seven ICPSO (one in each country with the exception of Jamaica) as consultants. Reporting directly to the Project Coordinator (PC), the ICPSO will be responsible for implementation of key activities, volunteer logistics and partnership management in country.

KEY RESPONSIBILITIES

- Support the PC on the implementation of activities according to annual work plans and budgets.
- In coordination with the PC, support the development of partnerships with government, civil society and private sector players.
- Coordinate with local partners and volunteers to complete Cuso MEAL documents according to timelines.
- Coordinate volunteer support including all finance, administration, accommodation, safety and security and logistic systems pre and post volunteer arrival.
- Support in-country orientations for volunteers in coordination with the PC and Finance Officer (FO).
- Ensure all administrative requirements for volunteer arrival, orientation and departure are implemented (eg. volunteer visas).
- Ensure emergency and risk-management plans are implemented and adhered to at the country level by all partners and volunteers.
- Be the emergency contact for volunteers for all health, safety & security issues.
- Keep PC informed of any potential safety and security threats, whether low, medium or high, at all times.
- Complete all partner readiness processes with organizations for volunteer arrival and induction.
- Coordinate collection of finance documents from volunteers and partners on behalf of the regional office
- Maintain excellent communication with Cuso staff, volunteers and partners at all times.
- Participate in regular planning meetings with the CORE project team.
- Coordinate logistics planning for project events, team visits, regional meetings etc.
- Monitor, verify and follow up on payments for authorized expenditures and payments for workshops/trainings or events and volunteer-related expenses.
- Coordinate logistics planning for project events, team visits, regional meetings etc.

OTHER DUTIES

- Participate in regional or international Cuso meetings when necessary as well as participate in local and national events, etc. to promote Cuso's work in the region.
- Fulfill any other responsibilities as may be assigned by the PC.

POSITION QUALIFICATIONS

Essential

- University degree in international development or a related field
- Minimum three years' experience in a relevant field, including experience working in a non-governmental or not-for-profit organization
- Knowledge of current issues and trends in gender equality and/or economic empowerment of vulnerable groups (e.g. women, youth and persons with disabilities) and/or climate change and food security in the Caribbean
- Proven experience in volunteer/ client management.
- Proficiency with Office Suite (Windows, Word, Power Point, Outlook) database, internet.
- Experience working with individuals from diverse backgrounds and cultures
- Excellent communication and interpersonal skills and ability to work as part of a multi-cultural team
- Excellent written and verbal communication skills in English
- Highly organized with great attention to details and good team coordination skills
- Excellent problem-solving and conflict resolution skills
- Ability to respond to emergency situations (e.g. medical emergencies, natural disasters, assaults, etc.)
- Proven experience working in environment and/or climate change sector
- Proven experience of collaboration with climate change/environmental actors in country
- Ability to work irregular hours occasionally (evenings and weekends) when necessary

For a more detailed job description and requirements as well as instructions on how to apply, please visit our website:

<https://cusointernational.bamboohr.com/careers/157>