

## Terms of Reference (ToR)

### Senior Technical Officer (STO)

(Version 2022)

<b>Reporting to:</b>	Programme Head
<b>Location:</b>	Global office, Netherlands
<b>Grade:</b>	Scale 11 – 12

### The overall purpose of the job

Being part of the Programme Team, the Senior Technical Officer is intended to develop and manage the implementation of large-scale projects, to develop relevant and innovative knowledge and tools, and advocate for wetland solutions towards key audiences.

### Responsibilities and tasks

#### 1. Project cycle management and knowledge development

Working in close cooperation with project supervisor(s) and network team members, responsible for:

- Optimal set-up, technical and financial implementation and reporting of projects
- Effective leadership of project team(s) comprising Global Office and network staff network and external project partners
- Running collaborative processes with internal and external stakeholders required in projects
- Strategic communication of project outcomes to internal and external stakeholders
- Developing knowledge and tools that strengthen the track record and profile of Wetlands International

#### 2. Strategy, and Innovation

In consultation with Programme Head/ Stream Lead, CEO and staff in other network offices, development of strategic direction and plans for Wetlands International:

- Leads on strategic planning and coordination for implementation of specific programmes/ strategies, including programme and project management
- Monitors and identifies relevant (environmental, social) issues and trends and translates these into opportunities for the organization and running projects
- Provides strategic and technical input into other programme areas as requested
- Communicates and advocates for Wetlands International's work and achievements

#### 3. Resource development

- Identifies opportunities for resources and project development and takes a leading role in project proposal teams
- Responsible for donor stewardship: pro-active and timely communication with the donor including sharing of successes and lessons

#### 4. Networking & partnership developments

- Proactively seeks and develops new strategic partnerships
- Establishes and manages relevant internal and external contacts with key internal and external stakeholders of the organisation.
- Represents Wetlands International in relevant fora and events

### Working relations

#### INSIDE Wetlands International:

- CEO, MT, Programme Heads, Global office and network staff.

#### OUTSIDE Wetlands International:

- Partner organizations, government agencies, international organizations, companies, wetland experts, donors, NGOs, and the extended network of Wetlands International.

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### Essential education and experience

- MSc degree (or higher) in relevant scientific discipline (e.g. biology, geography, environmental science/management)
- At least 10 years relevant working experience in an international context of what at least 3 years in an NGO or corporate environment
- Experienced in working abroad with communities in diverse cultural settings
- Significant programme development and project management skills and experience
- Excellent written and verbal communication skills and in particular excellent written English
- Knowledge of additional languages (especially Dutch and French)

### Core competencies

- Well-developed computer skills
- Applies broad analysis
- Fosters a client-focused culture
- Makes decisions in situations where there is scope for interpretation of rules
- Builds coalitions, strategic relationships and networks
- Authority in the field of wetland management and development. Seeks out significant challenges
- Capitalizes on teamwork opportunities
- Empowers the team
- Promotes the organization's values and ethics
- Pro-active

### Other Aspects

- Interest in working in an international multi-cultural community
- Active interest in current environment and development matters
- An appreciation of the role of international NGOs in creating change and delivering solutions
- Ability to work independently
- Willing and able to travel internationally
- Strong network of contacts of relevant individuals, institutions, donors, governments and (inter)national organization
- excellent understanding of international collaboration in wetlands issues