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REDESMA expresa su agradecimiento con las Instituciones que a través de este boletín Extra, apoyan el trabajo que realizamos por más de diez años a nivel regional


**"Requerimiento de Personal: Sustainable Livelihoods Programme Officer"**
**Job Specification**

**Job Title:** Sustainable Livelihoods Programme Officer - Bolivia  
**Location:** La Paz, Bolivia  
**Date:** June 2011  
**Job Ref:** 11-BOL-01

<b>Description of the unit / department:</b>	Trócaire works in partnership with local organisations to overcome poverty and promote justice in developing countries. This position is located in Trócaire's South American sub-regional office. The regional programme is managed from Tegucigalpa, Honduras overseeing the implementation of Trócaire's strategic plan in seven countries – Bolivia, Colombia, Guatemala, Honduras, El Salvador, Nicaragua and Haiti. The Sustainable Livelihoods Programme Officer is responsible for the management and implementation of Trócaire's bi-national SL programme which includes partners located in both Bolivia and bordering highland areas in Peru.
<b>Background to the Role:</b>	The Sustainable Livelihoods programme in Bolivia/Peru is one of Trócaire's key institutional programmes worldwide. Trócaire has been supporting livelihoods partners in Bolivia and Peru for many years. In 2009 the Sustainable Livelihoods Programme was created as a pilot programme. The programme has now been developed to a new stage with a focus on food sovereignty and climate justice for the period 2011-2014. The pilot programme has built up a sound track record in implementing high impact and innovative projects with a diverse range of local partners mostly in Bolivia but also in Peru, focussing on indigenous communities in the highlands and including a strong gender equity approach.
<b>Reporting to:</b>	Regional Programme Manager for South America (LARO)
<b>Managing: (Individuals/Team)</b>	N/A
<b>Contract Type:</b>	Local Contract / Fixed Term
<b>Contract Duration:</b>	2 years
<b>Location of Position</b>	La Paz, Bolivia (with frequent travel within Bolivia and occasional travel to Peru and within the region)
<b>Scope of the Role:</b>	Building sustainable livelihoods represents one of the three broad based programmes adopted by Trócaire in its institutional strategic plan for the period 2006-2016. At the regional level the programme focuses on poor and primarily rural communities with the aim of strengthening their access to resources in order to strengthen food security and income generation. The programme includes a strong focus on disaster risk reduction to reduce the vulnerability of rural livelihoods to external shocks and the effects of climate change, as well as the strengthening of organised advocacy capacities to influence public rural development and Food Sovereignty policies. The Sustainable Livelihoods Programme Officer will take overall responsibility for the implementation of the programme in Bolivia and in Peru in line with Trócaire's strategic aims and working in close collaboration with the Livelihoods Programme team in Head Office (Maynooth) to enhance the quality of implementation of programme initiatives undertaken by local partners.
<b>Key Duties &amp; Responsibilities</b>	<b>Programme</b> <ul style="list-style-type: none"> <li>Implementation of the Sustainable Livelihoods</li> </ul>

[sobre Gobernanza Efectiva y Desarrollo Económico Local](#)

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### Acerca del Boletín

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La emisión de un boletín EXTRA es un servicio que REDESMA ofrece a todo el público que está interesado en difundir algo específico y en extenso a nuestros usuarios  
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La Paz - BOLIVIA

Programme in accordance with the Bolivia strategic plan and the organisational strategic plan.

- Ensure programme quality and strengthening through annual reviews of the programme with partners and consolidate the joint programme between Bolivia and Peru facilitating information exchange, promoting exchange events and identifying and organising capacity building activities for programme partners
- Support partners in advocacy efforts around strategic issues, including sustainable management of natural resources, Food Sovereignty and climate change adaptation and mitigation, at local, national, regional and international level.
- Participate to the ongoing research survey on the impact of climate change on rural households in the Bolivian highlands
- In coordination with the Gender and HIV team in Head Office, ensure mainstreaming of Gender across the Programme.
- Based on the new programme proposal document (PPD) and the programme logical framework, develop a participatory base line for the programme
- Prepare programme budget and annual budgets
- Analysis and approval of project proposals and budgets received from partners and new contacts.
- Keep abreast of political, economic and social developments in Bolivia, Peru and in the Latin American region in general.
- Feed into Trócaire policy work and positions on environmental justice, management of natural resources, Food Sovereignty and other relevant thematic issues through coordination with the Livelihoods organisational team and the Latin American Regional Liaison Officer.
- Contribute to cross-organisational learning on Livelihood Security, Environmental Justice and Disaster Risk Reduction.
- Identify projects suitable for co-financing, identify opportunities for in-country co-financing and assist with preparation of proposal and reports to donors

#### **Building of skills and capacity**

- Facilitate regional exchange events on LS and EJ issues where relevant.
- Organise and facilitate capacity building processes for partners on areas relating to their work.
- Organise and facilitate capacity building processes for partners on gender mainstreaming and programme cycle management

#### **Communications and reporting**

- Prepare reports for Trócaire, the Irish government and other donors where relevant.
- Provide information on demand from head office and donors relating to programme activities.

#### **Monitoring**

- Regular monitoring and evaluation of partner project implementation at local level.
- Receipt, analysis and approval of partner reports (technical and financial).
- Preparation of technical reports for donors.
- Implementation of an effective programme and project monitoring and evaluation system.
- Compliance with the requirements of the Trócaire Management Information System

#### **Networking**

- Coordinate with other International NGOs working in Bolivia and Peru in support of programme partners. in terms of poverty

	<p>reduction interventions, and in advocacy efforts on issues of particular importance to development in Bolivia, such as adaptation to climate change and Food Sovereignty</p> <ul style="list-style-type: none"> <li>• Coordinate with other country offices in Latin America on thematic issues of strategic interest in the region</li> <li>• Support and facilitate linkages between the Sustainable Livelihoods Programme and other programmes at country and regional level, and with programme teams in Maynooth.</li> <li>• Represent Trócaire at relevant for a as required by the Regional Programme Manager</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Implementation of the Trócaire funds management policy in collaboration with the South America Finance Officer</li> <li>• Analysis of partner financial management capacities and request partner inspections by the South America Finance Officer as per needs identified</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other duties, as may be specified by the Regional Programme Manager, from time to time.</li> <li>• Support and facilitate visits to Bolivia including education, campaigns, fundraising, communications, and advocacy trips</li> </ul>
<b>Person Specification – Essential (E)</b>	
<b>(E) Qualification:</b>	Graduate level education in development issues or a relevant subject
<b>(E) Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of 1 year relevant field work experience in Latin America.</li> <li>• Experience of working with local partners.</li> <li>• Knowledge of the key issues and trends in Livelihood Sovereignty and Environmental Justice as well as DRR work in the Latin American context.</li> </ul>
<b>(E) Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to manage and build capacity of partner organisations.</li> <li>• Fluent written and oral communication in Spanish and English.</li> <li>• Good understanding and experience of Project/programme management cycle.</li> <li>• Strong team-working and interpersonal skills.</li> <li>• Excellent research, analysis and writing skills</li> <li>• Excellent communication skills and ability to communicate effectively with a variety of actors in the development context</li> <li>• Excellent organisational skills</li> <li>• Efficient, ability to work under pressure and to meet deadlines</li> <li>• Computer literate with ability to work in Word, Excel, Power Point, Email and Internet.</li> <li>• Excellent practical understanding of financial management, budget monitoring and reporting.</li> </ul>
<b>(E) Qualities</b>	<ul style="list-style-type: none"> <li>• An understanding of Trócaire's rights-based approach to development</li> <li>• Strong commitment and sensitivity towards poor and marginalised people and communities.</li> <li>• Dynamic and willing to take initiatives, ability to work independently</li> </ul>
<b>(E) Other:</b>	<ul style="list-style-type: none"> <li>• Availability to work outside normal hours and travel extensively within Bolivia and, when necessary, within the region.</li> </ul>
<b>Person Specification – Desirable (D)</b>	
<b>(D) Qualification:</b>	
<b>(D) Experience:</b>	<ul style="list-style-type: none"> <li>• Previous work experience on Sustainable Livelihoods programmes or projects in the South America Region.</li> <li>• Strong technical background in natural resource management, climate change related issues, marketing, sustainable agriculture,</li> </ul>

	<p>micro enterprise, or any other focus area of the programme.</p> <ul style="list-style-type: none"> <li>• Experience of working with external donors, e.g. the European Union.</li> <li>• Knowledge of Trócaire and its ways of working</li> </ul>
<b>(D) Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to mainstream gender equality within livelihoods programmes and projects.</li> </ul>
<b>(D) Qualities:</b>	
<b>(D) Other:</b>	
<b>Job Spec approved by (Initials):</b>	HB
<b>Date:</b>	03-06-2011

#### **Application**

Please send your application letter and CV, both in English, quoting the reference 11-BOL-01 and including 2 professional references to [soneill@trocairehn.ie](mailto:soneill@trocairehn.ie). Please indicate your salary expectation in your motivation letter. Applications without salary expectation will not be considered.

Only shortlisted candidates will be contacted.

**Closing date: 24th June 2011**