Job Description

Position: Extractives Manager.

Reports to: Coordinator - Energy, Climate and Extractives Programme

Grade: B1

Location: Kampala

Overall objective
To promote environmentally friendly technologies and practices in the exploration of extractives in Uganda and ensure involvement and benefit to all stakeholders while minimizing negative impacts to biodiversity.

Major Functions:
To provide leadership, coordination, and monitoring of the implementation of Oil and Gas, and mining projects in line with the Energy, Climate and Extractives Programme and WWF UCO strategic objectives.

Specific tasks:
- Develops and monitors the implementation of annual project work plans and budgets for project operational requirements with clear deliverables and resources in line with WWF UCO objectives, project priorities and donor requirements.
- Provides technical support in fundraising through project design/proposal preparation in contributing towards better management of environment and social issues associated with oil and gas, and mining development in Uganda in line with WWF UCO’s mission.
- Monitors the implementation of existing and future oil and gas, and mining projects of WWF UCO project implementation based on WWF M&E guidelines.
- Prepares annual and quarterly project reports, document and share project best practices and experiences and periodically advise management, key stakeholders in line with WWF and donor requirements.
- Monitors the project budget performance against approved activities in liaison with the project accountant and advise the Finance Manager, Programme Coordinator and donors in line with WWF UCO guidelines.
- Develops and disseminates appropriate communication materials (posters, newsletters, factsheets e.t.c) on key issues associated with oil and gas, and mining development in Uganda based on sound scientific knowledge and established best practices from within WWF Network or its partners both local and international.
- Coordinates the engagement of WWF UCO with various stakeholders including government, private sector and civil society on oil and gas, and mining policies, laws and institutions at both national and district local government levels in line with WWF UCO objectives, project priorities and donor requirements;
- Identifies and engages various stakeholders at different levels to promote the integration of environmental and social concerns in oil and gas, and mining development in Uganda.
• Organizes and implements internal and external capacity strengthening including but not limited to civil society, private sector and government actors on effective management of environmental and social aspects associated with oil and gas, and mining development in Uganda in line with WWF UCO objectives, project priorities and donor requirements
• Undertakes research and develop sustainability tools to promote improved environmental and social performance of oil and gas, and mining development in Uganda
• Develops and monitors the implementation of the risk register, develop mitigation measures against risks for tracking and reviewing risks as they occur during the life of the Project in line with the WWF UCO risk management policy and Network guidelines
• Monitors the implementation and compliance to the project controls/protocols, ensuring that all expenditures are accounted for in line with donor requirements and WWF UCO objectives.
• Maintains a competent “project team” through coaching and mentoring, giving constructive feedback, capacity development, in line with the WWF training and development guidelines

Required Qualifications
• Post graduate degree qualification with Bachelor’s Degree in Geological/mining related studies and environmental management. At least 5 years of professional experience
• Experience in mining, oil and gas related work is an added advantage;
• Experience in civil society organizational capacity development, lobbying, advocacy, natural resources management is a must;
• Fluency in English and at least one other major language spoken (Swahili, Luo and/or Runyakitara) in the Albertine Graben.

Required Skills and Competences
• Highly developed conceptual, analytical and innovative problem-solving ability;
• Demonstrated ability to handle complex process and information integration issues;
• Extensive theoretical background and practical experience in organization development, civil society engagement, communication, lobbying and advocacy.
• Ability to coordinate major capacity building needs assessment, planning, development and implementation of capacity building initiatives;
• A sound scientific background in Extractives, environmental and natural resources management, biodiversity, livelihoods and demonstrable ability to master complex scientific issues;
• Strong understanding of the geopolitics of mining and petroleum development
• Ability to maintain effective working relations both as a team member and team leader;
• Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
• Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment;
• Capacity of assuming a leading role, often in situations under pressure, in defining and implementing projects with teams of individuals of different culture and background;
• Excellent organization skills; Excellent oral and written communications skills;
• Must be detail-oriented and have the ability to multi-task under limited supervision;
**Working Relationships:**

**Internal:** Interacts and closely works with the Energy, Climate and Extractives Programme Coordinator and the entire Energy, Climate and Extractives programme team and administrative staff in Uganda Country Office.

**External:** Interacts with the related Central & Local Government and related departments and agencies among others; Civil Society Institutions working on Oil and Gas issues, including national and regional networks; Regional Office of Africa, WWF Norway, WWF Denmark, WWF Sweden and the Coastal East Africa Network Initiative in particular, and the WWF Network in general.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by ........................................ Date: ........................................

Approved by : ........................................ Date: ........................................

Accepted by Staff : ................................. Date: ........................................