

Join CIFOR-ICRAF and make a difference!



Events Project Officer (Knowledge) Consultant (Ref. No. 2453)

Global Landscape Forum (GLF) Team

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for:
Events Project Officer (Knowledge) Consultant

Overview

The Global Landscapes Forum (GLF) was first launched in 2013 by CIFOR-ICRAF with core partners including UNEP, the World Bank, and the Government of Germany. Meaningful engagement of youth and other typically marginalized stakeholders was a cornerstone of GLF's operation from the beginning.

Today, the GLF - with 35 of the world's leading development and environmental organizations engaged as Charter Members - has become the world's largest knowledge led forum on sustainable land use, restoration and integrated landscape management, dedicated to achieving the Sustainable Development Goals by 2030, the Paris Climate Agreement and the Kunming-Montreal Global Biodiversity Framework. Since its inception in 2013, the GLF has connected more than 25,000 organizations, 1.3 million youth, 100 governments and millions engaged from 185 countries, while cumulatively reaching more than 2.9 billion people through social and traditional media.

Building on a decade of successful conferencing during which we achieved the mainstreaming of the landscape approach, the GLF has evolved to three workstream pillars that support decentralized local action towards ecosystem restoration and sustainable development. These include: 1) Accelerating Community Action and Strengthening Youth Leadership through the GLFx chapter network, Restoration Stewards and Youth in Landscapes Initiative (YIL); 2) Scaling Landscape Action through i) Learning (Landscape Academy) and ii) Sustainable Finance; 3) Growing the Global Movement through digital transformation, encompassing innovative digital communications, events and campaigns.

GLF is a place where a farmer can inform action, pathways, and policies; where international organizations can learn from the private sector and vice versa; and where CEOs, community leaders, communicators and scientists can share, learn, connect, and act together.

From building the investment case for sustainable landscapes, to conserving and restoring peatlands, to supporting restoration in Africa, GLF has been at the cutting edge in hosting and facilitating all manner of discussions to accelerate positive action for people, for the environment, and for the achievement of global climate and SDGs.

Summary of responsibilities

1. The Officer will be responsible for the overall delivery of GLF global, regional and thematic events working with strategic partners, sponsors and donors. The officer will coordinate knowledge-led activities in close collaboration with GLF's Knowledge and Digital Communications teams to implement event processes, and ensure activities and inputs are effectively coordinated, for high quality event management and delivery.
 - a. Carry out communications and coordination with GLF Charter Members and partners.
 - b. Responsible for the delivery and monitoring of events and project deliverables, providing effective coordination within the Knowledge team as well as across Knowledge and Digital Communications teams, to ensure activities are delivered on time and at a high quality.
 - c. Coordinate GLF events design and delivery processes, ensuring activities are engaging, inclusive and participatory, connecting digital and physical realms in hybrid events.
 - d. Lead the coordination of all content and knowledge activities for GLF global, regional/thematic events. Including coordinating the knowledge committee (made up of GLF charter members and partners), science advisor(s), and event key messages to develop concept notes and outcome statements while managing the session review process.
 - e. Coordinate and facilitate contribution of partner organisations in the event programme.
 - f. Develop event and program concepts, agendas and reports, in collaboration with Knowledge team members, science advisors and GLF partners.
 - g. Establish and maintain documentation, templates and guidance for GLF events and activities.
 - h. Support mainstreaming of GLF programs; youth, learning, GLFx, sustainable finance and contribute to the implementation of the Digital Knowledge Commons.
 - i. Supports Global Conferences and Events Outreach Coordinator in overall event delivery.

2. The Officer will be responsible for the effective programmatic delivery of events and other activities, under various projects funded by GLF partners.
 - Act as project manager and lead coordinator for GLF events and projects where GLF is subcontracted.
 - Responsible for the delivery and monitoring of events and project deliverables, providing effective coordination across Knowledge and Digital Communications teams, to ensure activities are delivered on time and at a high quality.
 - Lead the organization of tailor-made events, workshops and dialogues.
 - Prepare reports on achievements and outcomes of events and project activities.
 - Supports Global Conferences and Events Outreach Coordinator in overall event delivery.

Requirements

Education, knowledge and experience:

- University degree in a related discipline (environmental studies, international/sustainable development, international relations, communications, etc.);
- Minimum of 3 years proven working experience in event project management (planning, implementing and monitoring events/projects), communications, preferably in environment and international development sectors.
- Prior experience, or knowledge of, international development and/or environment policy processes, including Sustainable Development Goals (SDGs) or Rio conventions (Convention on Biological Diversity, United Nations Framework Convention on Climate Change, United Nations Convention to Combat Desertification);
- Experience in organizing digital and hybrid events.
- Knowledge of sustainable landscapes and the landscapes approach preferred.
- Facilitation skills an asset.
- Experience in knowledge management an asset.
- Fluency in English is essential; other languages (esp. French, Spanish, Indonesian, German) an advantage.
- Experienced and/or comfortable with remote work.

Personal attributes and competencies:

- Highly organized, attention to detail, able to set priorities and multi-task.
- Self-motivated, resourceful, energetic, flexible and adaptable.
- Adept at networking and meeting new people from different cultures.
- Creative problem solver, strategic at both macro and micro levels.
- Independent and able to work with minimal supervision, but also be a team player.
- Ability to work in multidisciplinary teams and outstanding interpersonal and written communications skills.
- Outstanding diplomatic and negotiation skills.
- Proven ability to work well under pressure.

Terms and conditions

- This is a consultancy position.
- Period of the consultancy: 12 months with possibility of renewal, subject to funding and performance.
- Work location: Remote, Europe/Africa time zone

Application process

- The application deadline is **10 November 2024**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<https://www.cifor-icraf.org/about/work-with-us/>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org>

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.