



## **CAN-International Job Announcement**

**Title: Network Development Officer**

**Location: Flexible**

**Hours: Full-time**

### **Position description:**

The International Secretariat of the Climate Action Network (CAN) is currently seeking an Officer for its Network Development Department. CAN is a network of more than 900 members from more than 100 countries, working together to fight climate change. CAN operates on national, regional, and international level, and its national/regional work is organized through its nodes. CAN has more than 20 nodes around the world with different stages of development and levels of capacity.

The Network Development Officer will assist the Network Development Manager in planning, implementing, managing and monitoring the Network Development Department's strategy and provide general support to the national and regional nodes of CAN.

Under the supervision of the Network Development Manager, the Network Development Officer will in particular support nodes in building their skills and capacity, with the aim to develop the governance and management capacity of nodes in order to effectively engage in the CAN global strategy.

Staff location is flexible and would ideally be in a developing country.

Specifically, the Officer will:

- Assist in developing and coordinating the department's strategy, plans and activities in collaboration with nodes of CAN and the Network Development Manager;
- Work with existing CAN nodes to strengthen and enhance node governance, node management, capacity and collaboration within and across regions;
- Support nodes to align national/regional strategies with the Global Strategy and help prepare their plans accordingly;
- Plan workshops, trainings, and regional conferences in collaboration with regional and national nodes to meet program objectives;
- Produce materials and other resources to enhance the capacity of CAN nodes;
- Help coordinate a Leadership Development Fellowship program to strengthen human resources in nodes;
- Engage in CAN's movement-building work to strengthen relations with partners and allies;
- Support fundraising efforts by the Network Development Manager, other CAN-I staff and nodes as they relate to the Program;

- Maintain a general knowledge of recent and relevant information on climate change policy and debate;
- Actively manage and report on program resources according to agreed budget; and
- Work with the CAN Secretariat in general preparations for and coordination of the network's activities.

#### **Specific Qualifications:**

- University degree (NGO management, organizational development, project management, etc.), preferably with an international orientation;
- At least 3 years of experience working in a relevant field, preferably including in NGO development;
- Proven experience working in developing countries, and a keen understanding of the challenges in communication, resource constraints, and other unique circumstances found in working in a global setting;
- Strong logistical coordination and financial management skills, including experience of implementing and reporting on donor-funded projects;
- Experience in program management, program development and fundraising;
- Experience working in a network or collaboration of NGOs in developing and developed countries;
- Previous exposure to and general understanding of the issues surrounding sustainable development and climate change;
- Excellent presentation, communication and facilitation skills;
- Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines;
- Ability and experience working in a remote office;
- Attention to detail, strong organizational skills and willingness to work under time constraints and pressure;
- Strong command of the English language is required, additional UN language skills are an asset;
- Ability to travel extensively and on demand is required.

#### **Salary and duration:**

Salary will depend on experience and location. Ideal start date would be as soon as possible. Depending on availability of funds, this position is planned as a fixed long-term element of the CAN-International Secretariat.

#### **To apply:**

Send a cover letter and resume to [can-jobs@climatenetwork.org](mailto:can-jobs@climatenetwork.org) with subject: "Network Development Officer". Please note this position will be open until filled. Phone/Skype interviews will be arranged for short listed candidates on a rolling basis.

Based on the expected large interest in this position and limited capacity, only candidates chosen for interviews will be contacted. CAN is an Equal Opportunity Employer. Individuals from developing countries are strongly encouraged to apply.