

## VACANCY NOTICE

### FIELD OFFICER

#### Project: Gender Smart Facility

The Saint Lucia National Conservation Fund (SLUNCF) is looking for a self driven, highly organized individual with excellent written and verbal communication skills to be assigned to the post of Field Officer. This individual will work actively with the SLUNCF team under its in-field grant monitoring programme which include grantee project execution support, data collection and report writing. This will support the larger goal of implementing the subgrants component of the Gender Smart Facility (GSF). If you have a strong interest in environmental work; community development and want to contribute to a more sustainable society, then this is the job for you!

**Duration:** The position will be on a part time basis for 1 year in the first instance.

**Remuneration:** This will be based on experience/qualification and at a rate to be negotiated with the successful candidate.

Applicants **MUST** submit their CV including a cover letter to [ceo@slunconf.org](mailto:ceo@slunconf.org) on or before **14<sup>th</sup> May, 2025**. Full Terms of Reference for this position can be obtained on the SLUNCF website at [www.slunconf.org](http://www.slunconf.org).

Applications will be accepted from only suitably qualified candidates. The successful applicant must be in a position to assume duties in June 2025.

**No late or incomplete applications will be considered.**

## TERMS OF REFERENCE

### FIELD OFFICER

Gender Smart Facility

(Part-time)

<b>Title of Position</b>	Part-time Field Officer (Start date June 2025)
<b>Required Skills / Qualifications</b>	<ul style="list-style-type: none"><li>• Certification in Environmental Science, Agriculture, Natural Resource Management or related fields would be an asset.</li><li>• Experience with project implementation and working with community groups.</li><li>• Strong communications skills and knowledge of creole dialect.</li><li>• Possession of a valid driver's license would be an asset</li><li>• Ability to navigate remote areas of St. Lucia</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• Maintain effective communication with the SLUNCF Secretariat</li><li>• Provide assistance with the planning, execution and review of all field related activities.</li><li>• Assist in the collection of data pertinent to the implementation of project activities.</li><li>• Support oversight and effective monitoring of field activities as directed.</li><li>• Maintain good stakeholder relationships</li><li>• Prepare periodic reports as required.</li><li>• Develop and maintain positive relationships with project stakeholders</li><li>• Support aspects of field operations, including logistics, onsite processes, inventory control and identify opportunities for SLUNCF intervention.</li><li>• Adhere to prescribed procedures for collecting and recording field data, maintaining detailed records of all inventory when relevant</li><li>• Assist in the monitoring and effective use of project assets and resources</li><li>• Report to SLUNCF Team any immediate and unforeseen challenges or threats that could impact/impede the implementation of scheduled activities</li><li>• Confer with project partners and support staff to ensure project activities keep to proposed timelines, schedules and allocated resources</li><li>• Develop and maintain excellent relations with partners, beneficiaries and the SLUNCF Team.</li><li>• Support preparation for project activities including material preparation, and onsite safety</li></ul>

	<ul style="list-style-type: none"><li>• Assist with the coordination of onsite activities</li><li>• Conduct and document quality assurance and safety concerns guided by the SLUNCF Team</li></ul>
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