



NATIONAL CONSERVATION TRUST FUND OF JAMAICA (NCTFJ) LIMITED

TERMS OF REFERENCE

FOR PROGRAMME OFFICER

The National Conservation Trust Fund of Jamaica (NCTFJ) was incorporated in 2014 as a not-for-profit company and is a locally registered Charity. The NCTFJ's purpose is to promote, for the benefit of the public, the conservation, protection, management and expansion of the National Protected Areas System (NPAS) of Jamaica, by providing a sustainable flow of funds to support activities that contribute substantially to the conservation, protection and maintenance of the biodiversity of Jamaica.

The NCTFJ is seeking a programme officer to join the secretariat to provide the relevant technical support to the grant-making programme.

Position	Programme Officer
Company	National Conservation Trust Fund of Jamaica (NCTFJ)
Job Type	Contract
Period of engagement	12 Months. Renewal will be based on performance
Remuneration	The Programme Officer will be paid a remuneration of basic salary J\$3,000,000 - \$3,500,000 per annum and an additional J\$597,048 per annum in Commuted Upkeep allowance.

1. OBJECTIVE OF WORK

The NCTFJ is seeking a Programme Officer who has a proven track record of success in technical and policy areas related to environmental conservation, management activities in protected areas, sustainable livelihoods, community outreach, specifically to incipient groups, proposal writing,

monitoring and evaluation, training of community groups and donor reporting. The Programme Officer will work with the Executive Director in positioning NCTFJ as a key entity in the conservation and conservation financing for protected areas in Jamaica.

The Programme Officer will be to coordinate community meetings and consultations to sensitise community groups operating within protected areas of NCTFJ's grant making objectives and annual call for proposals to access funding support. The programme officer will also need to work closely with the groups to develop proposals for possible financing by the NCTFJ and monitor the projects to ensure that they meet all the stated requirements in the Grant Agreement. The Programme Officer will provide support to all eligible organisations that are desirous of receiving funds from the NCTFJ.

2. RESPONSIBILITIES

The Programme Officer will:

- (a) Work in collaboration with Executive Director to design and carry out the Call for Proposals, mapping the potential applicants and coordinating the outreach activities to establish a relationship with this audience.
- (b) Guide possible grantees in the Grant Making Process and assist in preparation of Concept Notes and/or Full Proposals.
- (c) Ensure that relevant program materials such as, reports, proposals, factsheets, infographics, impact data, etc. related to the grant-making portfolio are developed or updated.
- (d) Coordinate the implementation and delivery of grant outputs and outcomes of the NCTFJ and funded projects. Monitoring that the work of the grantee is according to the scope and schedule described in the Grant Agreement, including the reports.
- (e) Periodically evaluate the projects and programmes that receive NCTFJ funds
- (f) Engage with and train the potential applicants.
- (g) Document the NCTFJ's grant-making interventions, providing evidence of impact, which includes providing supporting data annually on the NCTFJ's established Key Performance Indicators and demonstrating good value for money as well as documenting best practices and lessons learned.

- (h) Collaborate with the Executive Director in designing project concepts to solicit financing or support from potential donors as needed.
- (i) Collaborate with the administrator in dissemination of information and public education regarding the Fund's priorities for funding, raising awareness of a broad audience, nationally, regionally, and internationally, including donors, about NCTFJ programme of work.
- (j) Work closely with the secretariat to provide information on projects/programmes for donors, website and social media personnel.

3. MINIMUM QUALIFICATIONS

- (a) Master's degree and 3 years' experience in natural resource management or equivalent combination of education and experience.

Or

Undergraduate's Degree and 6 years' experience in natural resource management or equivalent combination of education and experience.

- (b) Experience in working with stakeholders in public and private sector agencies, NGOs and CBOs.
- (c) Experience in outreach with community or incipient groups
- (d) Experience in proposal writing and project management.
- (e) Experience communicating with the public and/or media both in writing and verbally.
- (f) Must have valid driver's licence and a reliable motor vehicle.

4. PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- (a) 5 years of experience working in community-based natural resource management, community sustainable development, coastal and marine resources management, community-based tourism.
- (b) Relationship building skills to work closely with a variety of partners, i.e., media, government officials, NGOs, community groups, scientific researchers, educators, and rural communities.
- (c) Familiarity and experience with methodologies and tools related to the natural resources' management.
- (d) Familiarity with grant making and grant management.
- (e) Skills in proposal writing and project management.

- (f) Knowledge and working experience in the design of sustainable livelihood projects.
- (g) Knowledge of and experience working on social and economic impacts and benefits of protected areas and effective community engagement in protected area management.
- (h) Previous experience in project implementation.
- (i) Knowledge of current trends and practices in integrating people and nature, ecosystem-services and conservation, community-based resource management, participatory planning, and livelihood development.
- (j) Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications,
- (k) Excellent communication skills via written, spoken and graphical means in English.

APPLICATION

Interested individuals should submit an application letter along with their Curriculum Vitae to The Executive Director via the email: cdooley@conservejamaica.org by 11:59pm on November 9, 2026.