



# AMAZON SUSTAINABLE LANDSCAPES III

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## Administrative and Logistic Support Officer

### Terms of Reference

#### **Introduction**

The Government of Guyana represented by the Environmental Protection Agency (EPA) along with the implementing agency, Food and Agriculture Organization (FAO) of the United Nations has finalised the Global Environment Facility (GEF) funded project “*Advancing Guyana’s Development through Improved Forest Management*”. The project is under the the third phase of the Amazon Sustainable Landscape (ASL) Programme that is led by the World Bank.

The overall programme’s objective is to improve regional collaboration and national investments towards integrated landscape conservation and sustainable management of primary forests in the Amazon region and includes Child Projects in Bolivia, Brazil, Colombia, Ecuador, Peru, Suriname and Venezuela. The national objective of the project is to improve forest conservation, sustainable use and management in the Amazon forest landscape of Guyana through enhancement of funding, restoration and participatory governance.

The ASL III Child Project will build on and expand deliverables achieved from the ASL II project, ‘*Securing a Living Amazon through Landscape Connectivity in Southern Guyana*’, in policy development, partnership and capacity building for enhanced biodiversity and forest conservation, sustainable land use, and community development in Guyana. This will be achieved through three componnets which are aligned with the Integrated Program for Critical Forest Biomes – Amazon of GEF-8:

Component 1: Enabling maintenance of intact forest landscapes through improved finances and governance – to enable improved management and protection of protectes areas (PAs) by implementing innovative financing mechanisms such as biodiversity credits or similar mechanisms.

Component 2: Increasing restoration and sustainable forest management with improved engagement of stakeholders in Non Timber Forest Product (NTFP) value chains – to promote sustainable forest-based value chains and address land degradation caused by gold mining and wildfires. It involves capacity-building for sustainable production, restoration efforts, and participatory management of PAs.

Component 3 : Effective strategic communication and knowledge management – to disseminate best practices and leverage knowledge exchanges within the Amazon Sustainable Landscapes Program Phase III (ASL III) countries and at the regional level through participation in the different activities of the ASL Regional Coordination Project.

The EPA is the Executing Agency for the project and the Project Management Unit will be housed in Georgetown.



## Background

Guyana is one of the world's most forested countries, with 84 % (17.82 million ha)<sup>1</sup> of its land covered in forests. Deforestation rates have stayed below 1 % (0.02 % to 0.079 %) over the last two (2) decades, preserving one of the largest intact tropical forests globally.

Guyana has five (5) Protected Areas (Pas) which occupy part of 3 of the 10 administrative regions of the country (the Kaieteur National Park (KNP) and Iwokrama Rainforest are in Region 8 (Potaro-Siparuni), Shell Beach is in Region 1 (Barima-Waini), and Kanuku Mountains (KMPA) and the Kanashen Amerindian PA (KAPA) are located in Region 9 (Upper Takutu-Upper Essequibo). The PAs cover about 8.4 % of the country's landmass, totaling 1.1 million ha and is managed by the Protected Areas Commission (PAC) since 2011.

Despite high forest cover, forest clearing has continued at about 0.056 % per year since 2010, with 133,210 ha lost since then. Mining was determined to be the primary driver, accounting for 75% from 2013-2023. Other contributors include agriculture, roadbuilding, mining infrastructure, forestry, and fires. Since 2013, fires have become the second largest factor, causing 15% of deforestation, with agriculture following at 5 %. Mine-site reclamation remains lacking due to low environmental bonds compared to high reclamation cost, while traditional farming practices, including fire use, harm biodiversity. Additionally, financial challenges underscore the need to re evaluate funding mechanisms and strategies to effectively support sustainable land management and mine site rehabilitation efforts.

The project aims to generate significant global environmental benefits, including: 1,444,735 ha of protected terrestrial areas under improved management; 423.5 ha of forest degraded by mining and fire restored, with 15 ha reforested mining site, 50 ha of (community-based as well as government-led) assisted natural regeneration at mining sites, and 358.5 ha of (community-based as well as government-led) restoration in wildfire-affected forests; 4 359.6 ha of landscapes with improved practices outside PAs; and at least 32,800 direct beneficiaries, including 13,120 women in Regions 1, 2, 6, 8, 9 and 10.

## Scope of work

The **Administrative and Logistic Support Officer** will coordinate and perform the full range of office management support and administrative tasks for the smooth and efficient running of the PMU. The incumbent will ensure quality and consistency of the flow of office work and information in the work unit.

## Tasks

Under the direct supervision of the National Technical Coordinator and the EPA, the Administrative and Logistic Support Officer will support the PMU with office management; facilitating meeting arrangements and other events of the project; support with writing of reports/reports presentations handle incoming and outgoing communication working closely with the Project Manager to ensure quality reporting and document control. The incumbent will provide administrative/management/monitoring support to:

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<sup>1</sup> Guyana Forestry Commission (2024) Guyana REDD+ Monitoring Reporting and Verification (MRV) System Report, Year 2023



- Assist with the organization of the Project Inception Workshop, combined with the 1st PSC meeting, within three (3) months of project launch;
- Support the preparation of documents: progress reports, work plans, ToRs and other materials and correspondence;
- Review outgoing correspondence and documentation for correct format, grammar, spelling and conformance with country policies and procedures, attach necessary background information and maintain a follow-up system;
- Support National Technical Coordinator in the procurement process, and monitor expenditure in line with the AWPB;
- Ensure that ToRs and contracts for project personnel and/or partners are published, selection processes are completed, and contracts are issued on-time, based on the approved annual work plans and budget (AWP/B);
- Follow-up with Operational Partnership Implementation Modality (OPIM) partners on the timely submission of requests for funds, financial and progress reports to FAO as per OPIM reporting requirements;
- Review requests from OPIM partners for provision of financial resources;
- Ensure that payments are made according to the agreed schedule;
- Maintain documentation and evidence that describes the appropriate and prudent use of project resources, making it available to FAO and designated auditors upon request
- Maintain a filing system of administrative and financial documents;
- Select a variety of information from various sources (e.g. Intra-/Internet, office files, FAO information and documentation) as required to support the work of the PMU;
- Follow-up on deadlines for the PMU and other project personnel;
- Compile background information and reference material as appropriate to support the Project Manager;
- Lead on logistics and the planning of project activities (meetings, workshops, travel, etc.) and mobilize required resources to ensure optimal time management and realization of the project's outcomes;
- Maintain detailed records of budget estimates, obligations and available balances; participate in the consolidation of budget proposals; monitor procurement and project budgets to ensure accuracy of financial reports, budget estimates and financial planning; report variations from budgets;
- Support the streamlining of procedures and practices and the introduction of new information technologies to the PMU;
- Support the administration of personnel and equipment; and
- Perform other related duties as required.

## **Minimum requirements**

**Education:** Diploma in Administration

### **General technical skills and experience:**

- Minimum of two (2) years of administrative and office management experience;
- Experience in liaising and cooperating with government officials and NGO staff;
- Experience in preparing project technical and financial reports to donor agencies on large projects;
- Experience in procurement and to organize meetings, trip and per diem requests and in administrative functions;
- Proven capacity to work well within a team with good communication and interpersonal skills;



- Very good knowledge of communication and documentation standards;
- Very good knowledge of corporate computerized financial/travel/Human Resources systems and administrative procedures and policies;
- Very good knowledge of the organizational structure;
- Working knowledge of English; and
- Very good knowledge of MS Office applications, Internet and office technology equipment

**Other Skills:**

- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Ability to work in a multi-cultural setting:** Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure; and
- **Effective problem-solving skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes.
- **Planning and organizing skills:** Ability to assist with the planning and coordinating workshops and other activities of the Project. Possess the ability to manage and organize assigned tasks for timely delivery.
- **Record and documentation management:** Possess the knowledge and experience to manage the records and documentation in an organized manner.

**Location:** Guyana

**Duration:** 48 months/4 years, contract renewable annually

**Start Date:** June, 2026

Applications including a full Curriculum Vitae should be sent to:

**Executive Director  
Environmental Protection Agency  
Ganges Street, Sophia, Georgetown.**

Closing date for applications is **May 27, 2026**

**Important:**

Only Shortlisted Candidates will be contacted