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sustainable environment, education & development

Junior Programme Officer
Sustainable Agriculture and Rural Development
(Madagascar)

Position Overview

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this post will provide support to our Environment and Conservation projects implemented by the NGO. The successful candidate will work within a combined national and international team to assist in the development of projects, from initial planning stages to final evaluations. Primary responsibilities include the writing of donor reports and proposals, providing additional support to the project team surrounding project management and monitoring and evaluation. The role is predominantly office-based with some bush travel. The diversity of activities undertaken will provide a wide-ranging experience for an early career development professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development.

Location: Fort Dauphin, Anosy Region, Madagascar
Timeframe: 1 year, extendable
Terms and conditions: Voluntary with local monthly stipend towards accommodation and contribution to insurance of £650

Duties and responsibilities

- Write project reports, to a high standard of English, that clearly demonstrate the successes and challenges of the Environment and Conservation projects, learning and providing clear budgetary information
- Compile funding proposals based on past evaluation, team discussion and International best practice in an engaging and professional manner
- Conduct internet searches and searches through SEED's funder database for potential donors to fund projects
- Take a leading role in gathering statistics and ensure that all existing statistics relating to the projects are accurate
- Work alongside the Communications and Media Officer to build a communications plan for the Conservation and Rural Livelihoods projects, writing regular Facebook, blog posts and website copy
- Support the development of projects that fulfil local need and sit within the aims of SEED taking into account research findings, local needs and constraints, government objectives and SEED's previous experience
- Conduct research into international best practice with regard to Conservation and Rural Livelihoods programmes and take the lead in discussing these with the team
- Monitor and update project trackers according to project activities, ensuring the project is on track to meet project indicators and objectives

- Take an active role in project management meetings, leading these where appropriate
- Take an active part in international team meetings and support to other members of the team
- Work with national staff in increasing their skills and capacity, providing mentoring or training where appropriate
- Assist in data collection and basic analysis where required and where there is an Monitoring, Evaluation, and Learning (MEL) Officer in post assist them in developing monitoring and evaluation tools and completing MEL reports for projects
- Work alongside the Head of Programmes and Head of Finance in developing and managing the budgets relating to projects
- Maintain a database of projects and funders alongside the UK team in London
- Form part of the team representing projects or SEED when required
- Liaise with the UK team in London ensuring clear communication at all times
- Ensure all of SEED's policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing, and anticorruption, and undertake continual training to ensure these are promoted at all times
- Complete other ad-hoc tasks as required by the Conservation and Rural Livelihoods Project Coordinators, Head of Department, Head of Programmes, or Director of Programmes and Operations to further the aims and work of the organisation

Person specification

- Hold an undergraduate in or relating to conservation, environmental studies, related disciplines or have equivalent experience
- Demonstrate strong writing skills. Previous experience in grant-writing is an asset
- Demonstrate sound knowledge and keen interest in Conservation and its interface with international development; previous experience of Conservation or community-based work would be an asset
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for SEED at all times
- Have passion, curiosity and motivation for the job and the ability to enthuse others
- Have the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers
- Demonstrate proven ability to recognise and appropriately deal with challenging situations
- Demonstrate an awareness of and comfort with increased social and professional responsibility, working at all times with cultural sensitivity and respect
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO
- Be able to work to and advocate for all of SEED's policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard

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- Have a flexible and patient attitude
- Have excellent problem-solving skills
- Be able to work both independently and as part of a team

Practicalities

The successful candidate will be able to financially support themselves for the full duration of this post

About the Organisation

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high quality community health, rural livelihoods; education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all programmatic areas. We are now looking for entry level interns and officers to work alongside national staff and expand our team.

Application Procedure

Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org.

Please note: AI generated cover letters and recruitment exercises will not be processed.

We value concise and focused applications. To help us review all submissions efficiently, please limit your **CV to a maximum of four pages**. Unfortunately, longer CVs cannot be considered.

Application Deadline: Monday 23rd February 2026 at 23:59 GMT. Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.