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## Programme Officer - Environmental Conservation (Madagascar)

### Position Overview

This is an exciting opportunity for a motivated development professional with 2 - 3 years' experience to contribute to impactful, community-led conservation work in one of Madagascar's most biodiverse regions. Based in southeast Madagascar, the role sits within SEED Madagascar's conservation programme, which partners with communities bordering the island's remaining littoral forests to deliver reforestation, biodiversity research and conservation initiatives.

SEED Madagascar is a UK registered charity dedicated to creating long-term, sustainable change alongside communities in southeast Madagascar. Our programmes integrate environmental conservation with community health, WASH, education and rural livelihoods, while contributing to international best practice through research and knowledge sharing.

Working within a collaborative team of national and international staff, you will support the development, funding, implementation and evaluation of conservation projects. The role includes managing donor relationships, producing high-quality proposals and reports, and supporting effective programme delivery in close coordination with field teams.

This position offers strong exposure to the full programme cycle and is ideal for someone with in-field experience, a keen interest in forest conservation and reforestation, and a proactive, detail-oriented approach. Strong grant writing skills and excellent written English are essential.

*Title:* Programme Officer

*Location:* Fort Dauphin, Anosy Region, Madagascar

*Timeframe:* 2 years, extendable

*Contract Type:* Local salary to support with accommodation and living costs, contribution of £1,200 towards flights and £650 towards insurance

### Core Duties

- Support Junior Programme Officers and interns in developing high-quality funding proposals, drawing on project evaluations, team input and international best practice.



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- Support the preparation of clear, engaging project reports that reflect achievements, challenges, learning and accurate financial information.
- Provide first-stage editing of proposals and reports across the department, ensuring a high standard and offering detailed, constructive feedback.
- Assist in managing donor compliance across multiple projects, working closely with the Programme Manager and implementation teams to ensure milestones are met.
- Collaborate with the Programme Manager and Head of Department to address emerging challenges and support effective project delivery.
- Lead on specific long-term or technical project work requiring greater experience and expertise.
- Support the recruitment, management and professional development of Programme Interns, Junior Officers and specialist staff.
- Foster strong cross-cultural collaboration, supporting both national and international teams to align priorities and strengthen project outcomes.
- Provide pastoral care, guidance and professional role modelling for early-career staff living and working in-country.
- Contribute to project budget development and management alongside the Head of Department, Programme Manager and Head of Finance.
- Develop and maintain resources to support project development, including templates, guidelines and tools.
- Support Monitoring, Evaluation and Learning (MEL) processes, including tool development, data analysis and report writing where required.
- Contribute to the development of internal procedures, guidance and training, and provide input into organisational policy development.
- Ensure the accuracy and upkeep of project documentation, including data trackers, research, photo databases and handover materials.
- Oversee project-specific website and social media content.
- Build capacity within national teams and external partners through mentoring and training where appropriate.
- Actively contribute to project management meetings, leading discussions and deputising for the Programme Manager when required.
- Represent projects and the organisation externally as needed.
- Maintain clear and consistent communication with the UK-based team.
- Ensure adherence to all organisational policies, including safeguarding, whistleblowing and anti-corruption, and engage in ongoing training.
- Undertake any additional responsibilities appropriate to the role as required by senior management.



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## Person specification

- Degree-level qualification or equivalent experience in conservation, ideally with a focus on reforestation or forest ecology.
- At least two years' experience working on similar programmes, including experience in funding acquisition, project management, donor compliance and reporting.
- Strong understanding of project management tools, including Logical Frameworks, Theory of Change, budgets, activity plans and Monitoring, Evaluation and Learning (MEL) frameworks.
- Excellent written and verbal English, with strong proposal and report writing skills and the ability to edit documents to a high publication standard and tailor content to different audiences.
- Demonstrated understanding of and commitment to SEED's ethos, with the ability to act as a professional and positive ambassador for the organisation.
- Motivated, proactive and able to inspire others, with strong problem-solving skills and the ability to manage challenging situations effectively.
- Experience of living and working in a developing country, with the cultural awareness and interpersonal skills to work effectively across diverse teams and provide guidance and support to colleagues.
- High level of professionalism, organisation and reliability, with the ability to meet tight deadlines and maintain a high standard of work, both independently and within a team.
- Strong communication and interpersonal skills, including the ability to listen, adapt and maintain a flexible and patient approach.
- Ability and willingness to mentor and develop staff and interns.
- Commitment to upholding organisational policies and procedures, including safeguarding, and reporting concerns appropriately.
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint.

## 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](mailto: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.



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**Application Deadline: Monday 29th June 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.