

Appointment of Professional Development Fellow Project Management and Public Relations

Position Description

The intention of the PDF programmes at Iwokrama is to build capacity in young Guyanese who have demonstrated leadership skills and are high achievers.

The Professional Development Fellow (PDF)- Project Execution and Public Relations will work under the Director of Resource Management and Training (DRMT) in areas of Project management, execution, and public relations.

S/he will work with respective staff providing assistance to project managers for project execution and public relations including but not limited communication with project partners and following up on logistics for project activities. S/he will assist with planning and executing outreach activities and providing support for social media management. The (PDF) – Project Management and Public Relations will participate in approved and appropriate training activities to upgrade his/her skills to improve job performance. Specific responsibilities include:

The Candidate shall perform the following services:

- Liaise with various Project Managers and Coordinators to determine which project activities require immediate attention
- Liaise with the Operations Manager at the River Lodge to coordinate resource use for project activities as necessary
- Liaise with the Iwokrama team to plan and schedule school outreach activities
- Participate in School outreach activities
- Liaise with the Iwokrama team to identify key Environmental days and plan for social media posts to match those days.
- Conduct any other duty associated as assigned by the Director of Resource Management and training and relevant Project managers

Work Relations

The Professional Development Fellow – Project Execution and Public Relations will report to a specific project manager / coordinator.



The candidate should be under 25 years of age; must have completed or completed all the requirements leading to a Post Graduate Degree in a discipline relevant to the work of the Centre and have at least a 3.2 GPA in their declared field of study. Ability to work in the multi-cultural setting of an international Centre; a commitment to staying and working in Guyana and knowledge of the hinterland of Guyana. Field travel will also be required from time to time.

Remuneration and Conditions

The PDF will be appointed for one year, extendable by one additional year, including a three-month probationary period. On completion of the period of engagement with the Centre, s/he will be expected to pursue further studies in a related field, or seek employment with national agencies, research and educational institutions, or the private or non-governmental sector that contributes to the sustainable and equitable utilization of tropical ecosystems in Guyana or the Region.