

TITLE: Project Coordinator
LOCATION: Abu Dhabi, United Arab Emirates
DURATION: Full time position for 4 years
SALARY: US \$80, 000 (per annum, all inclusive, depending on experience)
CLOSING DATE FOR EXPRESSIONS OF INTEREST: 14 April 2014

The Mohamed bin Zayed Species Conservation Fund (MbZSCF), in collaboration with the CMS Dugong MoU Secretariat, will receive funding from the Global Environment Facility (GEF) for an exciting and ambitious international project on the conservation of dugongs and their seagrass habitats. The Dugong and Seagrass Conservation Project aims to enhance the conservation of dugongs and the seagrass ecosystems which support them in eight countries in the Indo-Pacific region, namely Indonesia, Madagascar, Malaysia, Mozambique, Solomon Islands, Sri Lanka, Timor Leste and Vanuatu.

We are seeking a Project Coordinator to lead a Project Coordination Team (PCT) responsible for supporting Project Partners to implement the Dugong and Seagrass Conservation Project at the national level. The PCT consists of a Project Coordinator, Regional Manager (based in Malaysia), Project Associate, Communications Manager and Financial Manager.

The successful candidate will be an energetic, dynamic, resourceful and experienced conservation practitioner with experience of managing GEF – UNEP projects and associated reporting requirements, or the proven potential to do so. We are keen to receive applications from passionate people who will take full advantage of this unprecedented opportunity to make a difference to dugongs, their habitats and the livelihoods of the people who interact with them, by supporting community led actions for marine conservation in the Indo-Pacific region.

The Project Coordinator will be based in Abu Dhabi, United Arab Emirates and be employed by the Mohamed bin Zayed Species Conservation Fund: Residence and Terms of Employment will be subject to the rules and procedures of Abu Dhabi government agencies. The Project Coordinator will be responsible for all aspects of project management and coordination including provision of technical support to eight National Facilitators, and 24 Project Partners to implement 40 projects (32 field projects and eight National Facilitating Committees) across eight countries. The role will require frequent travel.

The Project Coordinator will ensure in-country and global activities are aligned with GEF (Global Environment Facility), UNEP (GEF Implementing Agency), the Convention on Migratory Species (CMS), and other relevant international processes focusing on conservation and management of dugongs and their seagrass habitats. **For the full job description please [click here](#)**

Interested candidates who meet the above requirements should send an expression of interest comprised of a cover letter (maximum of 2 pages) which clearly states their qualifications, skills and experience in support of their application and their CV (with full address, telephone and e-mail contact details of three professional and/or academic referees), to Ms Mariam Yacout, MYacout@cms.int

Please include the reference "Project Coordinator Eol" in the subject line.

Please note that only candidates advancing to further consideration in the recruitment process will be contacted for follow up. If you have not been contacted six (6) weeks after the closing date, please consider your application unsuccessful.

The closing date for Expression of Interests is 14 April 2014.

Job Description

Project: Enhancing the Conservation Effectiveness of Seagrass Ecosystems Supporting Globally Significant Populations of Dugongs Across the Indian and Pacific Ocean Basins

(Short title: The Dugong and Seagrass Conservation Project)

Post title: Project Coordinator.....

Duration: 4 years.....

Start Date Required: 1st June 2014.....

Duty station: Abu Dhabi, United Arab Emirates

Background

The Dugong and Seagrass Conservation Project will use GEF funding to enhance the conservation of the dugong (*Dugong dugon*) and its associated seagrass ecosystems in eight countries in the Indo-Pacific region, namely Indonesia, Madagascar, Malaysia, Mozambique, Solomon Islands, Sri Lanka, Timor Leste and Vanuatu.

The Project Coordinator will be employed by the Project Executing Agency (Mohamed bin Zayed Species Conservation Fund, MbZSCF) in Abu Dhabi, United Arab Emirates, to lead a Project Coordination Team (PCT). The Project Coordinator will be responsible for all aspects of project management and coordination including provision of technical support, and will work in close collaboration with the National Facilitators (NFs), a Regional Manager (Asia) and 32 Project Partners to implement 40 projects across eight countries. The role will require frequent travel.

The Project Coordinator will ensure in-country and global activities are aligned and synergistic with ongoing frameworks and resolutions of the GEF (Global Environment Facility), UNEP (GEF Implementing Agency), the Convention on Migratory Species (CMS), and other relevant international processes focusing on conservation and management of dugongs and their seagrass habitats.

Expected Outcomes and Deliverables

The Project Coordinator's main duties and responsibilities are to:

- Act as the main point of contact for UNEP (the Implementing Agency)
- Establish the PCT, including staff recruitment
- Supervise and coordinate all aspects of the day-to-day work of the PCT and Project Partners as necessary
- Coordinate and put systems in place for all aspects of Project implementation to streamline administrative, financial and technical requirements and support efficient project implementation, timely and consistent technical and financial reporting to the PCT from all Project Partners and sub-contractors, for all 40 projects
- Prepare periodical consolidated progress reports and annual Programme Implementation Reports (PIRs) for UNEP and the GEF
- Select experts and consultants as necessary for the Project
- Receive and execute guidance received from the Executive Project Steering Committee (EPSC)
- Work and communicate regularly with National Facilitators and National Facilitating Committees to resolve any Project issues
- Coordinate resources (including technical support) for Project Partners
- Provide technical and administrative support to the Project Partners
- Act as the Project focal point for interaction with UNEP

- Liaise regularly with supporting organisations as necessary, including the CMS Dugong MoU Secretariat
- Provide secretariat support to the EPSC, including organisation, communication and preparation of all meeting documentation
- Support the Chair of the EPSC
- Provide strategic guidance to the EPSC
- Liaise, consult and network with national and regional partner agencies
- Establish an effective outreach and engagement strategy, including training and communication activities, promotion of Project visibility and effective collection of documentation and dissemination of Project results and lessons learned
- Actively promote the Project and its components in all relevant media and fora
- Coordinate the implementation of the project Monitoring and Evaluation plan, as outlined in the Project Document
- Perform any other duty relevant to the assignment

Reporting structure

The Project Coordinator will report to the Director General of MbZSCF on a day-to-day basis and provide project reports (progress reports, financial reports, etc.) to the GEF Implementing Agency (UNEP).

Qualifications

Education

- Postgraduate degree (Masters or PhD) in environmental management, environmental sciences, natural resources management, biodiversity conservation, or a related field

Required Skills

- Strong leadership, negotiation and communication skills
- Solid background in project management including finance
- Sensitive to different cultural backgrounds
- Aware of and sensitive to government and civil society interactions/politics
- Attention to detail and strong organisational skills
- Able to establish priorities and to plan and coordinate work between 8 diverse countries
- Able to manage a complex workload and work within tight deadlines
- Able to lead, manage and motivate all project teams as well as international and local consultants and other stakeholders to achieve results
- Able to build strong relationships at all levels with conservation partners, media contacts, potential project sponsors and other stakeholders
- Well-developed knowledge about biodiversity funding opportunities
- Able to react to project adjustments and/or alterations (if any) in an efficient and prompt manner
- Able to work in a multicultural and multifunctional environment
- Excellent oral, written, mass and interpersonal communication skills
- Fully computer literate
- Specific knowledge of dugong biology and seagrass ecosystems is desirable

Experience

- At least 7 years' experience in cross-cultural project management (design and/or implementation), with a proven track record of achieving results
- Hands-on experience in managing national and international natural resources projects, in particular concerning issues such as biodiversity conservation, marine and coastal habitat conservation, natural resources management, community based conservation, and capacity development
- Prior UN Project management experience, and particularly UN/GEF project experience and knowledge of UN and GEF procedures and guidelines

- Extensive experience in managing multiple grants and manifold project components, entailing complex reporting requirements (technical and financial)
- Extensive experience in financial management (overseeing financial procedures, budget management, accounting, procurement, disbursement)
- Extensive experience in managing a diverse and multi-cultural team, and in personnel management (contracting, recruitment, performance monitoring)
- Demonstrated understanding of sustainable development, including financial and institutional sustainability
- A diverse and all-round managerial background, including monitoring and evaluation, communication, outreach and stakeholder involvement

Languages

- Fluency in English (oral and written) a strict requirement
- Knowledge of any of the other languages in the project target region beneficial