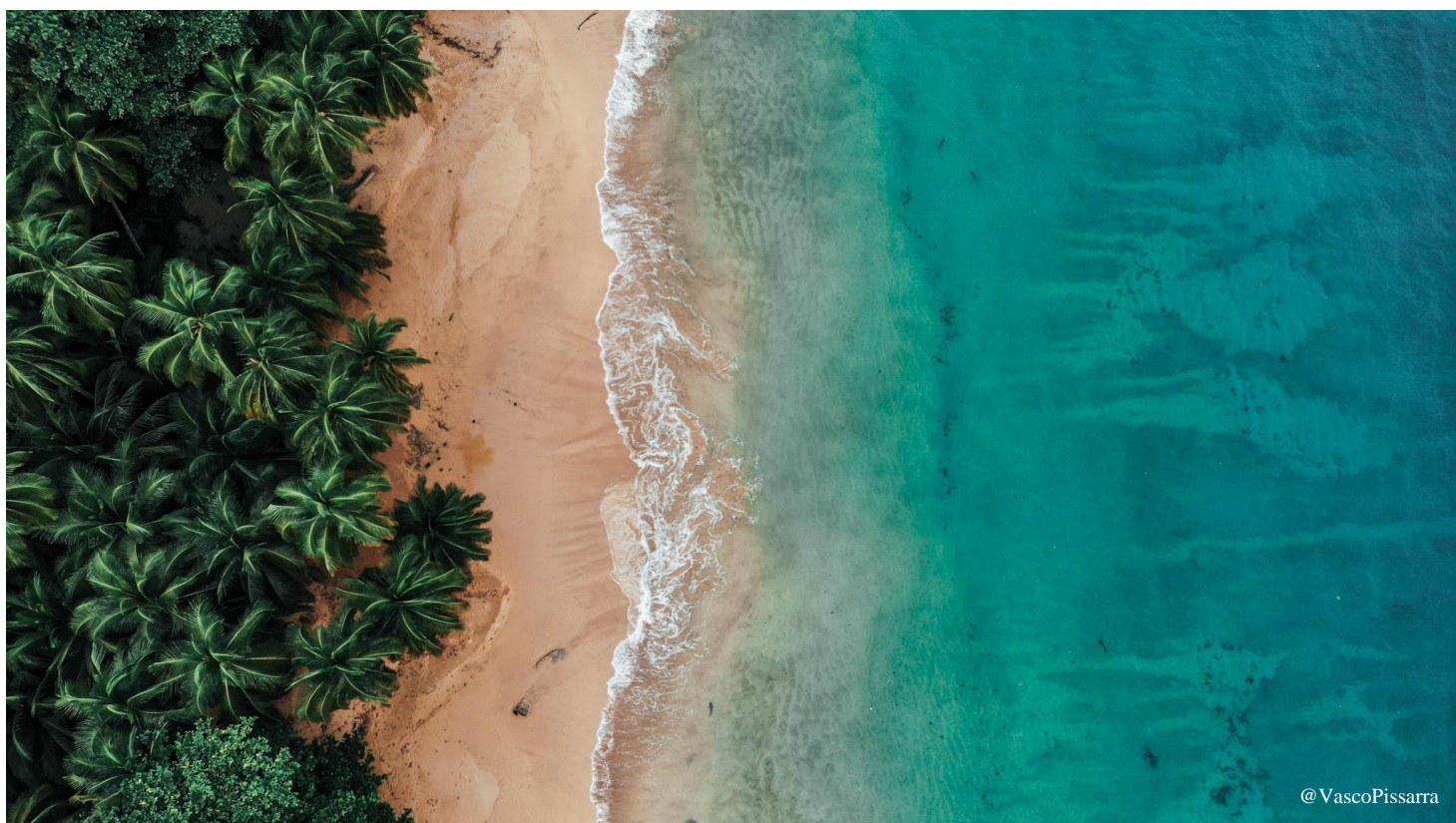




# FUNDAÇÃO PRÍNCIPE



@VascoPissarra

## Marine Programme Manager Fundação Príncipe São Tomé & Príncipe

# Fundação Príncipe

With important forest and marine ecosystems and levels of endemism comparable to the Galapagos Islands, Príncipe is recognised world-wide for its high biodiversity and is designated as a UNESCO Biosphere Reserve. Fundação Príncipe (FP) is one of the few locally established NGOs operating on the island of Príncipe. It was established in 2015 to promote sustainable development and biodiversity conservation, through projects that strongly focus on supporting the local community and building local capacity. This work aligns with the purposes of the Biosphere Reserve and FP works closely with the government to support their commitment to safeguard the island's natural and cultural heritage. FP's projects currently focus on establishing and strengthening protected areas (marine and terrestrial), researching the unique fauna and flora of the island, promoting community livelihood, ecotourism and environmental sustainability.

Engaging proactively with people is central to our strategy in Príncipe: local support is critical to this work and local people stand to gain the most from the protection of the island's biodiversity. We believe conservation needs to be done with and for the people.

## The Opportunity

We are seeking qualified candidates to join the Fundação Príncipe team, working closely with our partners at a regional, national and international level, contributing to the development and management of a programme focused on the conservation of marine habitats and species and the promotion of sustainable livelihoods.

You will contribute to island-wide conservation activity including marine biodiversity conservation, Marine Protected Area (MPA) management effectiveness and community co-management, while liaising with both regional and national government. You will support the delivery of conservation capacity building to local groups and deliver other aspects of FP's operations, such as project management, team management and fundraising.

The post would be ideal for someone with experience in marine biodiversity conservation linked to sustainable livelihoods. You will use your technical skills and practical experience in using science and current approaches to develop and oversee the effective delivery of conservation projects. You will have good project management and fundraising skills, and demonstrable experience in community engagement, participatory approaches, and sustainable livelihood initiatives.

You will use your technical skills and practical experience to support FP to deliver effective conservation projects, including on marine turtles. A strong team player, you will enjoy working in a dynamic team environment where creative approaches and thinking are being brought to deliver projects. In return, the role offers the opportunity to work with a growing national organisation leading marine efforts around Príncipe, supported by a ground-breaking international partner at the forefront of conservation.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	One-year fixed-term contract, renewable
<b>Probation Period:</b>	Four months
<b>Salary range:</b>	EUR 24,000 - EUR 27,000 Gross salary annually depending on skills and experience
<b>Location:</b>	Santo Antonio, Príncipe, São Tomé & Príncipe
<b>Benefits:</b>	For international appointments, FP expatriate benefits apply: <ul style="list-style-type: none"><li>- 33 working days' annual leave entitlement plus national public holidays observed in Príncipe</li><li>- Accommodation</li><li>- Medical support</li><li>- One return trip home per year</li><li>- Relocation flight on commencement of employment (if applicable)</li><li>- Repatriation flight on termination of employment (if applicable)</li></ul>
	NB: This is an unaccompanied position
<b>Hours of Work:</b>	This is a full-time position requiring flexible working hours.

## Job Description

<b>Job Title:</b>	Marine Programme Manager - Príncipe, Fundação Príncipe
<b>Reporting to:</b>	Director, Fundação Príncipe
<b>Working with:</b>	FP Director, FP Finance Director, FP Terrestrial Programme Manager and Project Managers and other FP colleagues, International and National counterparts and other stakeholders, Government (Regional and National) and Donors.

### Purpose of the Role

Work as part of the FP team to develop and secure the long-term conservation of the biodiversity of Príncipe. To develop and deliver an integrated program of work to secure the long-term conservation of the marine biodiversity of Príncipe, securing new funds to enable this. The role will also support and ensure the development and effective, efficient and timely delivery of ecological research and biodiversity conservation projects, providing leadership on specific projects and technical guidance and input across the project portfolio.

### Specific Duties

- Responsible for the development and implementation of FP's Marine Programme Conservation, including developing and implementing a fundraising strategy to support the programme.
- Manage and administer the financial and operational aspects of marine conservation projects and provide technical support to the teams, ensuring that internal and donor reporting procedures are met.

- Engage with partners and support local team members to ensure their objectives are in accordance with the objectives of FP's conservation programme and projects.
- Oversee work of and maintain regular communications and liaison with any project staff, consultants and partners involved within these projects, whilst ensuring communication is effectively maintained with team leaders.
- Develop targets and work plans for projects, putting in place appropriate structures for effective project monitoring and evaluation.
- Maintain an effective record of contacts, project activities and financial expenditure, in liaison with both the FP central teams.
- Undertake the development of project budgets in line with agreed work plans and ensure project activities are assessed and adapted in relation to budgets.
- Ensure alignment with the FP strategy and parallel projects leading to a cohesive programme of work addressing both the ecological and social dimensions.
- Take responsibility for developing agreed follow-up projects and securing funding for projects, contributing to FP fundraising and development activities as required.
- Maintain relations with other FP staff working on projects through regular engagement and exchange.
- Take responsibility for ensuring delivery of written and financial reports to donors and clients within agreed internal and external deadlines.
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and reflect FP's philosophy and any donor branding requirements.
- Represent the programme/projects, as required, at the national and sub-national level in respect to key counterparts including government, national and international NGOs, and other relevant stakeholders.
- Conduct regular site visits and ensure that projects are conducted to a high standard of health and safety and environmental good practice.
- Assist in promoting project activities both internally and externally, liaising with and providing written material to partners and other stakeholders, ensuring alignment and complimentary approaches with current and new marine projects operating in the country.
- Oversee the compilation and analysis of project data, producing technical reports and papers with academic and other collaborators, working alongside FP staff, partners and consultants where appropriate.
- Coordinate the development and implementation of scientifically robust data collection protocols and establishment of a database for marine and terrestrial projects, in collaboration with existing projects.
- Provide input, where appropriate, on other technical work undertaken by FP conservation teams. This may involve work such as capacity building, workshop facilitation and conservation assessments.

### **General:**

- Working closely with FP's ED, the role will be one of the senior leaders of the FP team and, with the ED, is responsible for developing a collegiate approach across all of FP's projects.
- Perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FP and their shared programme.
- Promote FP's values (Excellence, Passion, Inspiration and Collaboration) ensuring they are adopted in all aspects of the role
- Undertake any other reasonable duties as required and commensurate with the grade of post
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce
- Work in accordance with FP's policies, procedures, and codes of conduct
- Actively participate in on-going professional development activities

Duties may be altered, reasonably added or delegated from time to time to reflect changes within

the organization's activities and structure.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Excellent organisational and project/teams' management skills</li> <li>● Strong technical skills relating to marine biodiversity conservation</li> <li>● Proven ability to develop and manage conservation projects</li> <li>● Proven ability to liaise effectively with partner organisations, including governments, national and local NGOs, community groups and businesses</li> <li>● Ability to communicate publicly (written and oral) and with a wide range of audiences</li> <li>● Fluency in written and spoken English</li> <li>● Fluency in Portuguese</li> <li>● Proven financial / budget management skills</li> <li>● Proven proposal development skills</li> </ul>	<ul style="list-style-type: none"> <li>● Proficiency with GIS software</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>● A relevant degree in conservation or a related subject</li> <li>● At least three years' experience of working on conservation issues</li> <li>● A good technical background and understanding of a range of biodiversity conservation issues and / or strategic / resource use processes</li> <li>● Experience in robust experimental design, data collection and data management, including creation and management of databases</li> <li>● Experience building capacity for conservation and developing and delivering training</li> <li>● Proven track record in project development and fundraising</li> <li>● Experience working within a small team and in remote environments</li> </ul>	<ul style="list-style-type: none"> <li>● Experience working with MPAs and/or fisheries</li> <li>● Experience in marine megafauna monitoring and/or conservation, ideally with marine turtles</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>● Ability to deal with challenges in a positive way</li> <li>● Strong and effective communicator</li> <li>● Builds positive personal and organisational relationships</li> <li>● Commitment to conservation and community-led development process and empowering local women and men</li> <li>● Demonstrated willingness to think creatively, to problem-solve, and to try new approaches</li> <li>● Excellent team player who is happy and able to provide support to others, with the ability also to work well under own initiative</li> <li>● High standards of integrity, professionalism, and impartiality</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Ability to undertake international travel</li> <li>● Previous experience living in developing countries and isolated locations for extended periods</li> </ul>	<ul style="list-style-type: none"> <li>● Driving license.</li> </ul>

# How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to Suzete Sousa at: [info@fundacaoprincipe.org](mailto:info@fundacaoprincipe.org)

Please mark your application '**Marine Programme Manager**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **31 October 2022**.

Interviews are likely to be held during the week commencing **07<sup>th</sup> November 2022**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

FP encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Estrela Matilde, Executive Director, FP, on Tel: +239 9869031 or Email: [estrela.matilde@fundacaoprincipe.org](mailto:estrela.matilde@fundacaoprincipe.org).

FP values diversity and is committed to equality of opportunity