

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	Bycatch Project Manager - West Africa
<b>DEPARTMENT/DIVISION:</b>	Africa Partnership Secretariat/ BIMP
<b>LOCATION:</b>	Dakar, Senegal

**1. OVERALL PURPOSE OF JOB**

To lead and coordinate the bycatch project and team in West Africa, in particular to ensure timely reporting, coordination of partner activities, promote project visibility and ensure the bycatch instructors achieve their requisite sea time and other duties

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO:</b>
West Africa Marine Programme Coordinator
<b>REPORTING TO JOB HOLDER:</b>
Seabird Bycatch Instructor, Turtle Bycatch Instructor
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>• BIMP Africa Coordinator</li> <li>• Conservation Division of Africa</li> <li>• Finance and Administration team: guidance on all project related administrative matters</li> <li>• Global: BIMP, Science Policy and Information Management &amp; Conservation Division</li> </ul>
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>• BirdLife Africa Partners: Nature Mauritania, Conservation Society of Sierra Leone (CSSL) and BirdLife Europe</li> </ul>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>• West Africa Marine Programme Partners</li> <li>• Elsewhere the position will support BirdLife Partners and national partners of the bycatch project as appropriate, including promoting the bycatch mitigation measures and communication on information resulting from their success</li> <li>• Main partners working under the bycatch OAP: the “indirect” partners: (PRCM, IRD, UNEP-CMS, NOAA, Univ. of Cape Town), the National Fisheries departments / agencies = DPM, DPSP (Senegal); DGERH (Mauritania); DGRM &amp; DGA (Cape Verde); Fisheries Departments (Sierra Leone and The Gambia); DGPI (Guinea Bissau); the Local Research Institutes &amp; Universities = IMROP, ISSM / Académie Navale, Universities of Nouakchott (Mauritania); CRODT, IUPA, UCAD (Senegal); INDP, Univ. Cape Verde (Cape Verde); CNSHB (Guinea); CIPA (Guinea Bissau); Statistics and Research Unit (Sierra Leone) and other partners to be identified</li> </ul>

**3. KEY WORKING RELATIONSHIPS GRID**

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations )	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	1	Scientific community	3	VIPs/ royalty/ high worth individuals	2

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**Level of Contact**

- 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
- 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.
- 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:

1. Project Management – Seabird and Turtle Bycatch Project
  - Manage the overall implementation of partner activities in all target fisheries and countries within the region, and support Bycatch Instructors staff within the seabird and turtle bycatch project and deliver reports to the Donor
  - Ensure the timely delivery of project activities, and efficient management of budgets, with a particular emphasis on providing adequate support to the bycatch instructors and partners to ensure, as far as possible, the delivery of good outcomes by each partner/for each activity
  - Assist in developing relationships with partners to deliver value for money in all contractual relationships
  - Explore new collaboration / partners to achieve objectives on the bycatch work in West Africa
  - Work with project partners and West Africa Marine Programme Coordinator to raise awareness on seabird and turtle bycatch within the West African region
  - Develop communication content on partners’ activities including stories and policy briefs to ensure that information and new knowledge is shared with the relevant stakeholders including policy makers, non-state actors among others
  - Work with the bycatch project partners to implement relevant bycatch mitigation trials, through early establishment of collaborations with industry, government, academia and other civil society entities
  - Ensure capacity building and effective communication within the sector to underpin a social understanding of the need to prevent bycatch, which includes rolling out EAF training across the sector
2. Capacity development in project management
  - Support capacity development of BirdLife partners in bycatch mitigation
3. Fundraising
  - Assist in funding opportunities to sustain bycatch work in West Africa, especially beyond 2022, but to also ensure that co-funding opportunities are raised
  - Facilitate and coordinate Phase II proposal for the bycatch project

Perform other duty as may be assigned by the West Africa Marine Programme Coordinator.

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	
Contracts – Funders	
Contracts – Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	
Other	

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**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	A postgraduate qualification in science or environmental subject (MSc or PhD) or proven equivalent experience, in any appropriate discipline e.g. Natural Sciences, Project Management.
<b>Job Specific Education/Qualification</b>	Professional experience of project management and monitoring. Strong background and knowledge of West Africa environment and donors' institutions will be an asset.
<b>Job Specific Knowledge</b>	Demonstrate knowledge on project management and report writing. Build up linkages and synergies with other projects and programmes that can benefit bycatch work in the region. Experience organising meetings and workshops in international settings with a range of audiences.
<b>Experience</b>	An ability to work with a variety of people including government officials, international and national non-governmental organizations (NGOs), local stakeholders, experts and consultants. Proven knowledge of the environmental sector in the PRCM region Mature approach, cultural sensitivity, tactfulness, diplomacy, inter-personal skills and ability to work well under pressure in a demanding environment. Familiarity with the operating context for international organisations in West Africa an asset.
<b>Management &amp; organisational skills</b>	Good organizational and planning skills and an ability to adhere to deadlines. Excellent organisational skills and careful attention to detail. Ability to determine and set work priorities, organise activities, meet deadlines and monitor projects. Proven ability to provide progress reports in accordance with reporting schedules. Able to line manage and supervise the workload of others, both in-house and remotely.
<b>Communications skills</b>	Good communication skills (written and verbal). Ability with public speaking and workshop presentation to a range of public, scientific and policy audiences. From time to time write articles for BirdLife communication platforms on bycatch. Team player.
<b>Analytical Skills</b>	Ability to develop new ideas and innovative communication tools.
<b>Creativity &amp; Initiative</b>	Proven ability that the person is a self-starter capable of working with little or no direct supervision will be desirable.
<b>Computer Literacy</b>	Good working understanding of Word, Excel, PowerPoint, Outlook, databases, etc.
<b>Languages</b>	Written and spoken fluency in both French and English.
<b>Travel requirements</b>	Willingness to travel regionally on a regular basis
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>– Good knowledge of marine capture fisheries and/or seabird and turtle bycatch.</li> <li>– Understanding of seabird and turtle conservation needs and Ecosystem Approaches to Fisheries, particularly within the geographical scope of the bycatch project.</li> <li>– Experience or understanding of seabird and turtle conservation issues (background internship, field work, thesis/ dissertation etc. on seabird and turtle or marine conservation)</li> <li>– Fieldwork experience with seabirds, turtles and at-sea work, including devising field protocols for research, at-sea data collection etc.</li> <li>– Ability to work in other widely used languages in the region is highly desirable (e.g. Portuguese).</li> </ul>	
<b>Prepared by:</b>	<b>Date:</b>
Justine Dossa and Ross Wanless	4 June 2018