

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	West Africa Marine Programme Assistant
<b>DEPARTMENT/DIVISION:</b>	Africa Partnership Secretariat/ BIMP
<b>LOCATION:</b>	Dakar, Senegal

**1. OVERALL PURPOSE OF JOB**

To assist the West Africa Marine Programme work of the BIMP team in Dakar and its projects as well as provide support to Programme partners in the PRCM Region.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO:</b>
<ul style="list-style-type: none"> <li>• <b>Functional lead:</b> West Africa Marine Programme Coordinator</li> <li>• <b>Administrative lead:</b> Head PRCM Region</li> </ul>
<b>REPORTING TO JOB HOLDER:</b>
N/A
<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>• Head of Conservation Africa</li> <li>• West Africa Marine Programme Project Managers /Officers</li> <li>• Elsewhere in the Secretariat, the position will support BirdLife Partners with national marine IBAs work as appropriate, including promoting the marine IBA monitoring and communication on information resulting from their success</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>• West Africa Marine Programme Partners and BirdLife Africa Partner staff</li> </ul>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>• In addition to programme teams, close working relationships and maintaining regular support will be needed with the BIMP Africa Coordinator</li> </ul>

**3. KEY WORKING RELATIONSHIPS GRID**

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

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

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.

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

By main work area:
<ol style="list-style-type: none"> <li>1. Assist the West Africa marine team and marine conservation work:             <ol style="list-style-type: none"> <li>a. Support the West Africa Marine Programme Coordinator in the development and delivery of Marine Conservation Programme in West Africa</li> <li>b. Facilitate effective communications within the West Africa Marine Programme and the programme partners and the wider Africa Secretariat.</li> <li>c. Support the work with key stakeholders in region; primarily local civil society organizations, as well as other key national environmental actors or agencies, private sector, donors and government.</li> </ol> </li> <li>2. Maintain a contact list</li> <li>3. Undertake a range of administrative support activities, including travel and accommodation for meetings, fieldwork logistics, venue and catering preparation of the various finance and administration workshops/meetings</li> <li>4. Assist with other activities relating to the West Africa Marine Programme team where necessary</li> <li>5. Build and maintain links with media contacts in the region to promote the marine work</li> <li>6. Support the West Africa Marine Programme coordinator to mobilise resources (funds, partnerships and information) for marine conservation work in West Africa</li> <li>7. Support development of communication products to profile the Marine Programme's success stories</li> <li>8. Facilitate dissemination of lessons from West Africa Marine Programme activities/outcomes in West Africa (including news stories and best practices)</li> <li>9. Promote and advocate the West Africa Marine Programme's activities for the furtherance of its conservation and institutional objectives, as directed by Programme Coordinator</li> <li>10. Others: Any other duties as delegated by the West Africa Marine Programme Coordinator</li> </ol>

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

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	None

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

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant degree-level qualification. An undergraduate or post-graduate degree (MSc) or proven equivalent experience, in any appropriate discipline e.g. Natural Sciences, Project Management
Job Specific Education/Qualification	Natural Sciences, Wildlife Management, Finance & Administration, Communication applied to marine conservation
Job Specific Knowledge	High level of computer literacy and numeracy

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience or clear understanding of seabird conservation issues (background internship, field work, thesis/ dissertation etc. on seabird or marine conservation)</li> <li>- Excellent, track record of professional communication skills both verbally and in writing, and in particular an ability to write clearly and succinctly in a style suitable for the media.</li> <li>- An ability to work with a variety of people including government officials, international and national non-governmental organizations (NGOs), local stakeholders, experts and consultants.</li> <li>- Proven knowledge of the environmental sector in the PRCM region</li> <li>- Ancillary qualifications related to marketing and communication will be highly advantageous.</li> </ul>
<b>Management &amp; organisational skills</b>	Good organizational and planning skills and an ability to adhere to deadlines.
<b>Communications skills</b>	Good communication skills, particularly in writing reports/minutes relating meetings and newsletters. Team players
<b>Analytical Skills</b>	Ability to develop new ideas and innovative communication tools.
<b>Creativity &amp; Initiative</b>	Ability to learn new skills rapidly on the basis of on-job-training
<b>Computer Literacy</b>	Good working understanding of Word, Excel, PowerPoint, Outlook.
<b>Languages</b>	Written and spoken fluency in both French and English. Ability to work in other widely used languages in the region is highly desirable (e.g. Portuguese).
<b>Travel requirements</b>	Some national and regional travels may be requested from time to time
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
N/A	

<b>Prepared by:</b>	<b>Date:</b>
Justine Dossa and Ross Wanless	10 September 2017