

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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| JOB TITLE: | Seabird Projects Assistant |
| DEPARTMENT/DIVISION: | Africa Partnership Secretariat / BIMP |
| LOCATION: | Dakar, Senegal |

1. OVERALL PURPOSE OF JOB

The purpose of this on-job training position is to assist the seabird projects work in Dakar, particularly the Coastal Seabirds and the Cape Verde Seabirds projects.

2. STAFF RELATIONSHIPS

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| REPORTING TO: |
| <ul style="list-style-type: none"> • Functional lead: Seabird Projects Manager • Administrative lead: Head PRCM Region |
| REPORTING TO JOB HOLDER: |
| N/A |
| PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i> |
| <ul style="list-style-type: none"> • West Africa Marine Programme Coordinator • BIMP Africa Coordinator • Head of Conservation Africa • West Africa Marine Programme Projects Officers |
| PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i> |
| <ul style="list-style-type: none"> • Coastal Seabirds and Cape Verde Seabirds partners and BirdLife West Africa partners staff |
| PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i> |
| <ul style="list-style-type: none"> • Main partners working under the Coastal Seabirds project (PNBA, NM, DPN, NCD, Nébédáy, IBAP, ODZH, local universities, other local NGOs, research institutes) • Main partners working under the CV Seabirds project (University of Barcelona, University of Cabo Verde, University of Coimbra, SPEA, DNA, Biosfera I, BIOS.CV, Projecto Vitó, INIDA, Amigos do Calhau, Associação Projecto Biodiversidade, Fundação Maio Biodiversidade, Lantuna and local NGOs of Cape Verde) |

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) | 1 |
| BirdLife advisory groups, committees, reg. councils | 1 | Press & media | 2 | Funding organisations (institutions, foundations, corporations) | 1 |
| BirdLife Global Council | 1 | Regulators/ legislators/ auditors | 1 | Individual donors/ members | 1 |
| Suppliers/service providers | 2 | Scientific community | 1 | VIPs/ royalty/ high worth individuals | 1 |

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.

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

1. Provide assistance to the Seabird Projects Manager with the implementation of the Seabirds Projects ;
2. Assist with the coordination of the overall implementation of activities by the partners of the Coastal and Cape Verde Seabird projects;
3. Provide assistance to ensure the timely delivery of outputs and outcomes, and efficient management of budgets, with a particular emphasis on providing adequate support to partners of the Coastal and Cape Verde Seabird projects;
4. Assist in a range of administrative support activities, including booking travel and accommodation for meetings, fieldwork logistics, venue and catering preparation of the various finance and administration workshops/meetings;
5. 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 and donors;
6. Help facilitating the effective communications within the seabird projects and their partners and the wider Africa Secretariat;
7. Support the development of communication content on partners activities, including stories and policy briefs to ensure that information and new knowledge is shared with the relevant stakeholders;
8. Assist the project partners, the Seabird Projects Manager and the West Africa Marine Programme Coordinator to raise awareness on seabird conservation within the West African region, and in any other activities related with the West Africa Marine Programme team when necessary;
9. Provide assistance with funding opportunities to sustain seabird conservation in West Africa;
10. Others: Any other duties as delegated by the Seabird Projects Manager.

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 | Educated to a Degree level in a relevant subject (Natural Sciences, Wildlife Management, etc.). |
| Job Specific Knowledge | Good understanding and proven ability of computer literacy and numeracy. Experience in the organisation of meetings and workshops for a range of audiences and good knowledge of seabird and marine conservation issues will be an asset. |
| Experience | <ul style="list-style-type: none"> - Experience or clear understanding of seabird conservation issues; - Good track record of professional communication skills both verbally and in writing, and in particular an ability to write clearly and succinctly; - An ability to work with a variety of people including government officials, international and national non-governmental organizations (NGOs), local stakeholders, experts and consultants; - Experience in assisting project management will be an asset; - Fieldwork experience with seabirds and shorebirds will be an asset. |
| Management & organisational skills | Good organizational and planning skills and an ability to adhere to deadlines. |
| Communications skills | Good communication skills, particularly in writing reports/minutes relating meetings. |
| Analytical Skills | Ability to develop new ideas and innovative communication tools. |
| Creativity & Initiative | Ability to learn new skills rapidly on the basis of on-the-job training. |
| Computer Literacy | Good working understanding of Word, Excel, PowerPoint, Outlook. |
| Languages | 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). |
| Travel requirements | Some national and regional travels may be requested from time to time |
| OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES | |
| N/A | |

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| Prepared by: | Date: |
| Miguel Lecoq & Justine Dossa | 6 October 2017 |