

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Project Manager, São Tomé and Príncipe Biodiversity and Ecosystems Project
DIVISION/DEPARTMENT:	Africa Partnership Secretariat/Conservation Division

1. OVERALL PURPOSE OF JOB

To provide management and leadership for effective delivery of the EU/ECOFAC6-funded project aimed at improving the protection of endangered biodiversity and ecosystems of the Obô Natural Parks of São Tomé and Príncipe and their buffer zones, as well as fundraise and build strategic alliances and reputation for sustained biodiversity and ecosystems conservation actions in São Tomé and Príncipe.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Conservation Programmes Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none">• Assistant Project Manager• Finance and Administration Officer• Project Field Officers
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• All staff at the BirdLife Africa Secretariat, especially:<ul style="list-style-type: none">○ Heads of Divisions and Unit Coordinators○ Fundraising & Communications and Finance and Admin teams○ Capacity Development Officer and Senior Communications Officer○ São Tomé and Príncipe Small Grants Manager for the CEPF Guinean Forests of West Africa Regional Implementation Team• Staff of BirdLife Global Secretariat, especially: Finance and Admin, Conservation and Science Policy & Information Management Divisions
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• Project partners, including: the Royal Society for the Protection of Birds (RSPB), Society for the Study of Birds (SPEA), Oikos• Donors, foundations and development agencies including: European Commission, Rainforest Trust and United Nations (UNDP, FAO and UNEP)• Government institutions, private sector, civil societies and communities in São Tomé and Príncipe

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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)	3
BirdLife advisory groups, committees, reg. councils	1	Press & media	3	Funding organisations (institutions, foundations, corporations)	3
BirdLife Global Council	0	Regulators/ legislators/ auditors	2	Individual donors/ members	2
Suppliers/service providers	2	Scientific community	2	VIPs/ royalty/ high worth individuals	2
<p>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.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Project management</p> <ul style="list-style-type: none">• Ensure efficient and effective delivery of the five main products of the EU/ECOFAC6 project in São Tomé and Príncipe. These relate to: coordination of the socio-economic and sectorial activities; development and implementation of effective Protected Areas (PA) management systems; engagement of communities in sustainable management of natural resources; strengthening of PA management and facilitating experiences and knowledge exchange• Be responsible for the overall project's Monitoring and Evaluation• Coordinate, draft and deliver in a timely manner, high quality reports and other project deliverables with project partners and consultants and in line with donor requirements• Provide leadership and manage staff in line with BirdLife HR policy• Manage overall operations of the Project Office in São Tomé and Príncipe in compliance with BirdLife office procedures• Provide guidance, technical and administrative support and leadership to project staff and project partners and consultants• Oversee financial management and ensure appropriate budgetary control• Facilitate the development and manage implementation of annual work plans.
<p>Strategic relations</p> <ul style="list-style-type: none">• Cultivate relationships with donors and build strategic partnerships for purposes of resources mobilization for biodiversity conservation in São Tomé and Príncipe• Coordinate integration of BirdLife's projects in the conservation of forest landscapes of São Tomé and Príncipe• Lead and manage relationship with donor institutions and development entities• Explore synergies with other conservation actions in São Tomé and Príncipe• Foster collaborations that will enhance project delivery and visibility.
<p>Fundraising</p> <ul style="list-style-type: none">• Fundraise to leverage financial support for and expand BirdLife's conservation activities in São Tomé and Príncipe.
<p>Image and Reputation</p> <ul style="list-style-type: none">• Create awareness and project visibility and facilitate dissemination project results and lessons• Raise BirdLife's profile in São Tomé and Príncipe• Represent BirdLife International and the Africa Partnership in the Gulf of Guinea Islands• Promote and safeguard BirdLife's reputation and credibility.
<p>Other</p> <ul style="list-style-type: none">• Any other duties as delegated by your Line Manager

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Responsible for project budget - Up to GBP 25,000 on approved projects.
Contracts – Funders	Maintain and grow existing donors, and initiate new fundraising opportunities. Up to GBP 25,000.
Contracts – Staff/Consultants	Engage with and oversee the provision of appropriate staff contracts and self-employed consultants. Involvement in setting of pay and benefits levels, within internal policy limits. Consultants on approved projects whose fees do not exceed GBP 5,000.
Contracts – Service providers	Negotiation of relevant professional services needed to assist work programme. Procurements of stationery, equipment and services not exceeding GBP 1,000 according to approved projects.
Legal Responsibility	Ensure compliance with national regulations.
Other	Presentation and negotiation on behalf of BirdLife at international meetings, as mandated.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Higher education (minimum Master’s degree), experience in management of EC grants and at least 5 years’ experience and knowledge of biodiversity conservation natural resource management and their practical application
Job Specific Education/Qualification	Minimum academic qualification of a Master’s degree in natural sciences
Job Specific Knowledge	Demonstrated knowledge of the biodiversity conservation, community, government and private sector engagement in African context
Experience	Significant field based experience in forest management, resource governance, private sector collaboration and community development Experience and knowledge of working with NGOs in Africa (or elsewhere) will be advantageous Experience in influencing policy and practice at local, national, regional and international level
Management & organisational skills	Excellent project and financial management skills Excellent facilitation and institutional capacity building skills Ability to set work priorities, organise activities, meet deadlines and monitor projects
Communications skills	Excellent written and verbal communication skills
Analytical Skills	Good analytical skills required
Creativity & Initiative	Proven ability that the person is a self-starter capable of working with little or no direct supervision will be desirable
Computer Literacy	Competent computer skills, particularly in Microsoft Office Suite
Languages	Proficiency in English, Portuguese and French
Travel requirements	This position will be based in São Tomé island with frequent travels to Príncipe island
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Knowledge of local languages in São Tomé and Príncipe is an advantage	

Prepared by:	Date:
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Paul Kariuki Ndang'ang'a	14/02/18
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