

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Project Manager, Oil &amp; Gas Project</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Africa Secretariat (Dakar Office)</b>

**1. OVERALL PURPOSE OF JOB**

The core function of this position is to lead the implementation of collaborative project on Environmental management of offshore oil and gas activities in West Africa, funded by MAVA Foundation.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
West Africa Marine Programme Coordinator, Dakar Office
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Consultants, project partners, others as necessary
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>• Marine Programme</li> <li>• Conservation and Network &amp; Capacity Development Divisions</li> <li>• Finance and Admin Department</li> <li>• Conservation and Science, Policy and Information Divisions in Cambridge</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
<ul style="list-style-type: none"> <li>• BirdLife Partner Organisations and their staff in implementing the project</li> <li>• Support Partners (RSPB and VBN)</li> </ul>

**3. KEY WORKING RELATIONSHIPS**

<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK</b>
To work with consultant and project partners (IDDRI, PRCM, Abidjan Convention Secretariat, FFI and TBC) in managing and delivering the goals of the oil & gas project, but also in developing new relationships of strategic importance to BirdLife. A crucial element of the project and the role more broadly will be to work with companies, particularly in the oil & gas sector, to ensure that they are following international environmental best practice in project screening, development and monitoring. This includes following the mitigation hierarchy and global best practice such as IFC PS6. It could also involve working with companies to develop local and regional projects relating to support for the protection of IBAs, flyways and other BirdLife conservation priorities. In addition, to network with the wider extractives industry and other corporate sectors in discussions and initiatives relating to social, environmental and economic sustainability in the region, such as in the development of biodiversity offsets and institutional safeguards and/or standards.

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	3

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BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators/ Auditors	2	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	3	Royalty/VIPs/ High worth Individuals	1
<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”. Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow. 3.= Justifying/Negotiating – “Influencing decision makers”. Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

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

<p>By main work area:</p> <p><b>GENERAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• Manage and coordinate a large project working to improve environmental safeguards in the offshore oil &amp; gas sector in West Africa</li> <li>• Engage with BirdLife Partner NGOs and corporate entities to identify sustainability opportunities, particularly related to offshore and near-shore developments in West Africa</li> <li>• Conduct due diligence and facilitate collaborative projects that address biodiversity objectives of strategic value to both parties, including initiatives that align with BirdLife's conservation programmes, and corporate commitments to biodiversity</li> <li>• Support engagement with the priority sectors and sectoral initiatives set out in the BirdLife Business Engagement Strategy; help inform how BirdLife engages and improves corporate practice</li> <li>• Engage with BirdLife Partner NGOs and business partners to facilitate collaborative partnerships that address biodiversity objectives of strategic value to both parties, addressing both species and sites of importance to BirdLife</li> <li>• Seek opportunities to raise the profile of the oil &amp; gas project through appropriate networks, publications and events</li> </ul> <p><b>SPECIFIC DUTIES</b></p> <ul style="list-style-type: none"> <li>• Responsibility for implementation of the new West Africa offshore oil &amp; gas project, working with NGO partners, businesses and consultants on safeguards and best practice for the oil &amp; gas industry in the region</li> <li>• Coordinate the preparation of collaborative conservation project plans, contracts, reporting and provide support with their on-going implementation and management</li> <li>• Coordinate implementation of project activities with project partners (IDDRI, PRCM and Abidjan Convention)</li> <li>• Manage project consultants (including TBC, FFI and experts) and input from BirdLife staff (Conservation and SPI Divisions), ensuring timely achievement of expected deliverables</li> <li>• Facilitate development and application of best practice standards around biodiversity management and assist business partners by providing technical advice to operations</li> </ul>
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<ul style="list-style-type: none"> <li>• Contribute to the negotiation of any new agreements between BirdLife and its funders</li> <li>• Contribute to discussions on biodiversity and sustainability, particularly in the developing field of biodiversity offsets and corporate frameworks for net gain in the context of extractive industries (particularly the oil &amp; gas sector)</li> <li>• Share experience from the programme with the BirdLife Secretariat and Partnership, in order to enhance BirdLife engagement with the corporate sector in addressing key industry development issues.</li> <li>• Develop relationships with other NGOs working on similar issues, and foster a collaborative approach to working with businesses to promote sustainable operations</li> </ul> <p>Perform any other task assigned.</p>
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**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Authority to sign-off on key materials budget purchases pertinent to programme publications. Make travel purchases necessary in the undertaking of work programme. Up to GBP 10,000 on approved projects
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	Consultants on approved projects whose fees do not exceed GBP 2,500
<b>Contracts – Service providers</b>	Authority to sign-off on publication contracts necessary for work programme activities. Travel and purchase of services not exceeding GBP 1,000 according to approved projects
<b>Legal Responsibility</b>	None
<b>Other</b>	None

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Postgraduate level
<b>Job Specific Education/Qualification</b>	Natural Sciences degree and/or nature conservation qualification or equivalent experience
<b>Job Specific Knowledge</b>	Knowledge of offshore development impacts, particularly related to energy development. An enthusiasm to bring about practical conservation outcomes through cross-sector collaboration.
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ A proven track record of developing and managing conservation projects; experience in collaborative NGOs and business projects is a strong advantage</li> <li>○ Experience in information management</li> <li>○ Experience of managing projects</li> <li>○ Experience of proposal development and project management, including budgetary management</li> <li>○ Work with or within the oil &amp; gas industry and/or corporate sustainability would be an advantage</li> </ul>
<b>Management &amp; organisational skills</b>	Long-term multi-project management skills. An ability to remotely manage consultant and teams in the achievement of their specific projects across specific lead areas within the programme. A diplomatic but outgoing and confident and committed personality able to enthuse and convince doubters on both sides about the opportunities for biodiversity conservation in the oil & gas industry

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	specifically, and corporate sector generally. A capacity to resolve potential conflicts
<b>Communications skills</b>	Excellent communication skills both verbally and in writing
<b>Creativity &amp; Initiative</b>	An individual with the dedication and vision to continue meeting the ongoing challenges of developing and maintaining a successful partnership programme
<b>Computer Literacy</b>	General contemporary: Microsoft Word, Excel, PowerPoint, Outlook, etc.
<b>Languages</b>	Fluency in French and English essential, ability to work in Portuguese is desirable
<b>Travel requirements</b>	Willing and able to travel; ability to drive in all countries. An ability to travel up to 10 weeks in any one year may be required
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>○ An interest in birds and bird conservation</li> <li>○ An understanding of the business case and drivers for conservation of biodiversity.</li> <li>○ Relevant postgraduate qualifications.</li> </ul>	

<b>Prepared by:</b>	<b>Date:</b>
Ademola Ajagbe	12/06/18