



Terms of Reference

JOB TITLE:	ME Species and IBAs Officer
DIVISION/DEPARTMENT:	Middle East
LOCATION:	UK

1. OVERALL PURPOSE OF SERVICE

To develop and manage, in line with the ME Regional Programme, the implementation of the Middle East conservation components related to IBAs and Species programmes. This will include support to ongoing projects of the EU funded project "Urgent Actions to Strengthen the Balkan Population of the Egyptian Vulture and Secure Its Flyway", LIFE16 NAT/BG/000874, the UNDP/GEF Migratory Soaring Birds and MAVA Safe flyways IKB and Energy and any emerging needs as per director discretion.

The ME Species and IBAs Officer primary responsibilities will be to:

1. Lead, support and assist in the implementation of the regional conservation component of the Regional Plan and the above mentioned project.
2. Provide support, when needed, to the portfolio of ME projects and ensure synergies of these projects.

2. WORKING RELATIONSHIP

PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:

- BirdLife partners and project partners.
- Supporting partners in the rest of the BirdLife network – project/programme staff

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

- Act as the ME focal point for species and sites conservation work and lead related projects.
- Support on ME secretariat implementation of identified actions as per the project document.
- Input as appropriate and when needed into related programmes of work (PEP, Flyways, IBAs)
- Provide advice as appropriate for regional funding applications.
- Provide guidance and assistance as required to Flyway projects implemented by the Secretariat
- Share lessons learned between partners regionally and globally.
- Work with the ME Communications Team to promote the key outputs and achievements of the conservation projects.
- Support translation into Arabic of key materials as appropriate for project outputs and other initiatives when needed.



4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	Not applicable
Contracts – Staff/Consultants	None
Contracts – Service providers	Not applicable
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: University degree in environmental conservation or related field
Job Specific Education/Qualification	MSc and higher education
Job Specific Knowledge	Essential: Interest in and understanding of conservation issues and bird persecution and hunting impact within the Middle East region. Knowledge and experience.
Experience	Essential: Track record of relevant work experience, including experience of working in the Middle East.
Management & organisational skills	Essential: organisational skills (particularly across cultures and international borders), attention to detail, good organisational skills, and ability to work to high standards with tight deadlines.
Communications skills	Essential: Excellent communication and diplomacy skills
Creativity & Initiative	Ability to analyse complex problems, and generate creative and pragmatic solutions.
Computer Literacy	Essential: Overall computer literacy in standard Microsoft Office applications
Languages	Essential: oral and written fluency in English Essential: oral and written Arabic
Travel requirements	Willingness to travel frequently and at short notice when required.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
Updated by Ibrahim Al-Khader	July 2022