**JOB TITLE:** Project and Capacity Manager  
**DIVISION/DEPARTMENT:** Pacific Region

### 1. OVERALL PURPOSE OF JOB

The Project and Capacity Manager will be responsible for building the capacity of the BirdLife Pacific Partnership and managing BirdLife International’s work on Key Biodiversity Areas (KBA) in Fiji, Vanuatu and Palau. They will work closely with local landowners and indigenous and local communities as well as key national stakeholders including NatureFiji MareqetiViti, Ministry of Forests, and Vatu-i-Ra Conservation Group in Fiji; the Santo Sunset Environment Network Development, Eco-Lifelihood Development Association and Ministry for Environment in Vanuatu; and the Palau Conservation Society in Palau to develop and implement conservation management plans. This role will also ensure that BirdLife Partners, as well as staff, receive the institutional support necessary to grow within the BirdLife Partnership and attain their full potential in terms of organisational capacity, resource mobilisation, constituency building and conservation results.

### 2. STAFF RELATIONSHIPS

**REPORTING TO (LINE MANAGER):**  
Pacific Regional Director

**REPORTING TO JOB HOLDER (LINE MANAGED STAFF):** N/A

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT**

- Close working relationships and regular discussions about project progress with Regional KBA Programme Co-ordinator, Regional Manager, and Regional Director
- Close relationship with the Fundraising Manager regarding next steps, new funding opportunities, donor reporting, and potential communication opportunities
- Liaise closely with Finance Manager to ensure that project budgets are continuously monitored according to BL approved practices
- Develop and strengthen relationship with PCCD team at Cambridge, particularly regarding best practice Project Management and provide skills training to the BirdLife Pacific Partnership and staff
- Work with colleagues to provide training by example to improve the project management skills of all staff within the secretariat

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK**

- Work closely with BL Pacific in-country partners in Fiji (NatureFiji-MareqetiViti) and Palau (Palau Conservation Society)
- Work closely with the Eco-Lifelihood Development Association and Santo Sunset Environment Network in Vanuatu
- Where appropriate, and feasible, provide project management training skills to BirdLife Partnership staff at Te Ipukerea Society (Cooks Islands), SOP MANU (French Polynesia), Birds Conservation Society (New Caledonia) and Samoa Conservation Society (SCS)

### 3. KEY WORKING RELATIONSHIPS

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife Network Organisation Staff</td>
<td>3</td>
<td>General Public</td>
<td>2</td>
<td>Institutional policy makers/Politicians/ Corporations</td>
<td>2</td>
</tr>
</tbody>
</table>
**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

### 4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

**By main work area:**

- To oversee the delivery of project objectives for KBAs in Fiji (Mt Tomaniiivi, Colo-i-Suva, Natewa Tunuloa and Vatu-i-Ra) and Vanuatu (Santo Mountain Range and Mt Sereama, Vanua Lava). Project Objectives include:
  - management plan development (Mt Sereama, Mt Tomaniiivi, Colo i Suva and Natewa Tunuloa)
  - continuation of management plan activities (Vatu-i-Ra and Santo Mountain Range)
  - assessment/review of previous management plan activities including livelihoods (Natewa Tunuloa, Colo-i-Suva, Mt Tomaniiivi, Santo Mountain Range)
  - update/review of current Management plan (Vatu-i-Ra)

- To ensure that best practice project management skills are implemented throughout the project and to develop the project management skills of all staff involved in the project.

- To strengthen the relationship between BirdLife and:
  - NatureFiji MareqetiViti, Vatu-i-Ra Community and Ministry of Forests (in Fiji)
  - Santo Sunset Environment Network, Ministry of Environment and Eco-Lifestyle Development Association (in Vanuatu)

- To coordinate regular Steering Committee meetings to ensure successful delivery of objectives.

- To provide advice/training to other staff in the application of principles of Project Management.

- To support colleagues working within linked Programmes, with special focus on the Preventing Extinctions, Important Bird and Biodiversity Areas, Capacity Building & Local Empowerment programmes as requested by their line manager.

- To manage project budgets and activities with BLI partners and project implementing partners.

- To manage and coordinate payments schedules and funds transfers, technical and reporting, and other requirements set by the donor with Finance Officer and Fundraising Manager.

- Ensure BirdLife Partner staff have enhanced capacity to support continued organisational development and learning.

- Match technical assistance needs with individual experts from within or outside the BirdLife Partnership and support experience exchange.

- Support and expand a mentoring scheme.

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### 5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
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<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>Delegated responsibilty for any assigned project budgets.</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>Maintain relationships with existing project funders.</td>
</tr>
</tbody>
</table>
Support the development of new projects.

**Contracts – Staff/Consultants**
Delegated responsibility to hire staff & MEF Advisors subject to BirdLife procedures.

**Contracts – Service providers**
Delegated responsibility to negotiate contracts subject to BirdLife procedures.

**Legal Responsibility**
Delegated responsibility over legal affairs of project operations.

**Other**

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
</tr>
</thead>
</table>
| **Minimum General Education** | • An undergraduate degree on environmental leadership, or equivalent  
• Degree on environmental financing is desirable |
| **Job Specific Knowledge** | • Project Management  
• Environmental Finance management  
• Monitoring and Evaluation of projects  
• Management of grants and sub-grantees, including donor and BLI’s internal reporting requirements  
• Knowledge and understanding of fires  
• Development of community conservation projects |
| **Experience** | • An ability to work with a variety of people including government officials, international and national non-governmental organizations (NGOs), local stakeholders, experts and consultants  
• Ability to develop project management skills in other staff working on project  
• Proven knowledge and work experience of the environmental sector within the respective region (Pacific)  
• Cross-regional experience in project management and capacity building  
• Extensive experience in working in the non-for-profit sector  
• Significant work experience in conservation, project management and leadership, and capacity building  
• Experience working in a dynamic environment with international organizations  
• Knowledge of, and expertise in, implementing project management |
| **Management & organisational skills** | • Excellent organizational and planning skills and an ability to adhere to deadlines  
• Ability to work in multinational and multicultural environment;  
• Problem solving attitude and ability to resolve potential conflicts  
• Appreciation of cross-cultural sensitivities with the ability to exercise discretion and show sound judgement  
• Strong self-motivation and curiosity |
| **Communications skills** | |
| **Creativity & Initiative** | • Proven ability to secure buy-in and support from key decision-makers and Partners |
| **Computer Literacy** | • Strong knowledge of Microsoft Office  
• Ability to learn new computer skills relevant to BirdLife practices. |
| **Languages** | • Fluency in both written and spoken English |
## Travel requirements

- Willingness to travel within Fiji, Vanuatu, and the region.

## OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

<table>
<thead>
<tr>
<th>Prepared by: Mark O'Brien</th>
<th>Date:</th>
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</thead>
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