1. OVERALL PURPOSE OF JOB

The Cabo Verde Projects Manager will be responsible for the in-country management of the projects implemented in Cabo Verde led by BirdLife International (in particular the Darwin Initiative funded project “Empowering Cabo Verde communities towards responsible practices in artisanal fisheries” and the Fondation Hans Wilsdorf funded project “Conserving Cabo Verde Seabirds”).

2. STAFF RELATIONSHIPS

**REPORTING TO:**
Africa Marine Coordinator

**REPORTING TO JOB HOLDER:**
N/A

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT**
- Dakar, Senegal: West Africa Sub-Regional Office head; Bycatch manager; Partnership & Capacity Development Coordinator (consultations, liaison, and support); Admin Assistant/Officer (logistic and HR) Finance Officer (financial planning and reporting); Fundraiser (project development), Communications Officer (projects communications and advocacy) and other West Africa based staff as relevant.
- Nairobi, Kenya: Reporting, Monitoring, and Evaluation Officer (Regional reporting, including indicators), Policy and Advocacy Coordinator (advocacy)
- Cambridge, UK: Marine & Science team as relevant (coordination and delivery to projects)

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK**
- BirdLife Partner in Cabo Verde Biosfera 1 (day-to-day cooperation and coordination)

**PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:**

(Include nature of work relationship)

- Partners of the Darwin Cabo Verde Sustainable Fisheries programme (planning, scheduling, reporting supporting training needs, information sharing): Projeto Vito, Association Projeto Biodiversidade, Oxford University.
- Partners of the BirdLife Cabo Verde seabird programme (planning, scheduling, reporting supporting training needs, information sharing): Projeto Vito, Association Projeto Biodiversidade, SPEA.
- NGO stakeholders (consultation, information sharing): (Fondation Maio Biodiversidade, Fishery associations, Guardians of the Sea groups)
- Government agencies in Cabo Verde: (consultation, information sharing) Ministry of the Sea (MM) DPNA, Ministry for Agriculture and Aquaculture.
- BirdLife International Marine Programme (liaison, cooperation) to inform the wider programme on progress in West Africa.
- Research providers to projects including Universities, BirdLife International, independent researchers.

3. KEY WORKING RELATIONSHIPS

| Contact | Level (1-3) | Contact | Level (1-3) | Contact | Level (1-3) |
4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Ensure the planning, reporting, implementation and monitoring of the BirdLife International projects for Seabirds & Biodiversity Conservation in Cabo Verde

- Manage the implementation of the BirdLife International led Cabo Verde projects (in particular the Darwin Initiative funded project “Empowering Cabo Verde communities towards responsible practices in artisanal fisheries” and the Fondation Hans Wilsdorf funded project “Conserving Cabo Verde Seabirds”), to ensure the timely delivery of project activities, and efficient management of budgets, with a particular emphasis on providing adequate support to the partner project staff instructors and administration to ensure, as far as possible, the delivery of good outcomes by each partner for each activity
- Be accountable to BirdLife and the project donors for the achievement of work-plans.
- Establish, prepare/support, and participate in BirdLife International – project Steering Committee/Expert Scientific meetings and provide support as required.
- Lead on development of work-plans and annual updates, secure endorsement of parties, and accompany the management of the agreed work plan.
- Ensure the timely delivery of project activities in-country, and efficient management of budgets, with a particular emphasis on providing adequate support to the partner project staff instructors and administration to ensure, as far as possible, the delivery of good outcomes by each partner for each activity
- Liaison with relevant stakeholders at regional levels, providing recommendations for further implementation of the work-plans at national and local levels, convene meetings, and secure recording of meeting decisions.
- Building inter-organisational strategic alliances in support to the seabird conservation network and sustainable fisheries sector, for example for advocacy actions, communications strategies etc.
- Organize and support regional training and capacity building activities, in particular in communications, database management, environmental finance, reporting standards, etc.
- Ensure that relevant Environmental and Social Safeguards are observed and implemented.
- Assist in developing relationships with partners to deliver value for money in all contractual relationships.
- Work with project partners and stakeholders to raise awareness on seabird and turtle bycatch within Cabo Verde.
- Coordinate communication content on partners’ activities including stories and policy briefs to ensure that information and new knowledge is shared with the relevant stakeholders including policy makers, non-state actors among others

Support development of the BirdLife International projects portfolio for Seabirds & Biodiversity Conservation in Cabo Verde
• Coordinate with relevant parties in Cabo Verde integration of the projects into the broader environment conservation efforts in the country.
• Explore new collaboration/partners to achieve objectives on the work in Cabo Verde and where relevant within the West Africa context.
• Coordinate with other BirdLife International initiatives in Cabo Verde, notably the CEPF RIT for the Mediterranean Hotspot (and by extension the civil society support initiatives of PPI/IUCN-France and UNDP-GEF/SGP).
• Identify opportunities for developing strategic relationships and mobilising funds to expand the projects portfolio, with particular emphasis on innovation.
• Capitalise on the lessons learned and use them as tools for scaling up the successes of the Cape Verde initiative to increasingly promote, through the BirdLife Secretariat, and as part of the BirdLife marine conservation strategy for Africa, replication on a sub-regional scale.
• Promote and safeguard BirdLife’s reputation and credibility.

Any other duties as delegated by the Africa Marine Coordinator.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>None</td>
</tr>
<tr>
<td>Contracts Staff/Consultants</td>
<td>None</td>
</tr>
<tr>
<td>Contracts Service providers</td>
<td>Travel and purchase of services not exceeding GBP 1,000 according to approved projects.</td>
</tr>
</tbody>
</table>

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum General Education</td>
<td>Master’s Degree/Academic level and equivalent professional experience. Candidates with equivalent proven experience with lower Academic level will be considered.</td>
</tr>
<tr>
<td>Job Specific Education/Qualification</td>
<td>A good understanding of Biodiversity Conservation, development, sustainable fisheries, monitoring &amp; evaluation, and gender inclusive methodologies is highly desirable. Advanced knowledge of the archipelago’s bird diversity and conservation challenges is an advantage.</td>
</tr>
<tr>
<td>Job Specific Knowledge</td>
<td>Ability to work with an interdisciplinary and multicultural team, at multi-sectorial and multistakeholder level (senior government officials, non-governmental organizations (NGOs), and local communities).</td>
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<tr>
<td>Experience</td>
<td>Minimum of 3 years’ experience required. Experience in facilitating stakeholder meetings/discussions, and working with regional/international partners. Experience working in Africa, and understanding of the institutional framework, this entails comprehension of institutional characteristics and relevant thematic commitment.</td>
</tr>
<tr>
<td>Management &amp; organisational skills</td>
<td>Ability to motivate people from a range of backgrounds. Ability to work unsupervised and take the initiative to get a job done when necessary and appropriate.</td>
</tr>
</tbody>
</table>
- Ability to work in different institutional environments (government, corporate, nonprofit, university).
- Ability to understand and accept changes in priorities and adapt to different people and situations easily.
- Ability to manage multiple tasks and allocate time effectively against competing.

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<tr>
<th>Communications skills</th>
<th>Communicate effectively in writing to a varied and broad audience in a simple and concise manner.</th>
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| Creativity & Initiative | • A self-starter, willing to propose and try new ways to improve situations.  
• Effective at analysing complex environments and resolving problems with practical solutions.  
• Ability to motivate and guide staff particularly in non-line-management relationship. |
| Computer Literacy | Competent computer skills, particularly in Microsoft Office Suite. |
| Languages | Fluency in written and spoken Portuguese, proficiency in English, and strong communication skills. |
| Travel requirements | Willingness to travel at national level and internationally, whenever required. |

OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

Prepared by: Susan Waugh & Jean-Baptiste Deffontaines  
Date: October 2022