



### ***Job Opportunity: Cities and Coasts Project Manager***

The Western Indian Ocean Marine Science Association (WIOMSA) seeks applications from suitably qualified and experienced individuals for the position of ***Cities and Coasts Project Manager***. The Manager will be responsible for the coordination, supervision, monitoring and implementation of all the activities related to the Cities and Coasts Project. The Manager shall ensure that the activities specified within the programme document are carried out in such a manner as to achieve the project objectives.

WIOMSA is a regional, non-profit, membership organization established in 1993 and registered in Zanzibar, Tanzania in 1994 as a non-governmental organization. The organization is dedicated to promoting the educational, scientific and technological development of all aspects of marine sciences throughout the Western Indian Ocean (WIO) region (consisting of 10 countries: Somalia, Kenya, Tanzania, Mozambique, South Africa, Comoros, Madagascar, Seychelles, Mauritius, Réunion (France)), with a view toward sustaining the use and conservation of its marine resources. WIOMSA has a particular interest in linking the knowledge that emerges from research to the management and governance issues that affect marine and coastal ecosystems in the region.

WIOMSA is committed to fair, objective and positive employment practices and promotes equal opportunities and diversity in employment. Female candidates are strongly encouraged to apply for this position. WIOMSA is committed to achieving 50/50 gender balance in its staff.

### **Cities and Coasts Project**

WIOMSA, with funding from the Government of Sweden, is implementing a four-year Cities and Coasts (C&C) Project (2018-2021), whose main objectives are to:

- improve scientific knowledge and to stimulate research underpinning effective and efficient responses of coastal cities to challenges facing them through supporting high quality, demand-driven, policy-relevant action research;
- support capacity building and the transfer of knowledge and expertise;
- support sharing of knowledge between cities in the region, develop cost effective and minimal technology solutions, as well as undertake successful community engagement;
- forge partnerships among stakeholders from the academic, practitioner, private sector, civil society, and coastal city policy-making communities.

The C&C project would be implemented within the framework of WIOMSA's new flagship Marine and Coastal Science for Management (MASMA) Programme, and will contribute towards achieving its overall goal, i.e. ***by 2022, establish and operationalize a regional science to policy platform that generates and builds capacity, mobilizes resources and shares and facilitates scientific and policy-relevant knowledge to assist the Western Indian Ocean region deliver on the 2030 Agenda for oceans, islands, coasts, and climate change***. By focusing on land-based pollution, particularly marine litter in coastal cities, and impacts of sea level rise, the C&C Project will contribute towards achieving SDG 14 (target 14.1), Goal 6 (target

6.3) and Goal 11 (target 11.6). It will also contribute to Goal 13, which targets the impacts of climate change, and Goal 17, related to international partnerships at local, regional, and global levels.

### **Duties and Responsibilities:**

The overall responsibility of the Project Manager is to ensure the effective management of the C&C Project in accordance with the signed Project Document, with a view to the timely and proper implementation of the Project in its entirety. The Project will rely on a strong partnership between the WIOMSA Board, the WIOMSA Secretariat, Country Coordinators, the C&C Programme Committee, Sida and key partners such as the Nairobi Convention, ICLEI, and UN Habitat. Consequently, the Manager will ensure that these supporting partners are fully engaged in Project execution.

Under the guidance of the Executive Secretary and in close collaboration with the C&C Programme Committee, the Project Manager will be responsible for the coordination, supervision, monitoring and implementation of all the activities related to the C&C Project. In general, the roles and responsibilities of the Project Manager will include, but are not limited to the following:

- i) Work directly with the Executive Secretary to ensure that the C&C Project's results and outputs are achieved
- ii) Manage activities related to the Project which include: preparing and issuing calls for proposals; supervision of contracts and reporting, including review of progress reports of the approved projects; preparation of progress reports; and reviewing and attending to day-to-day operational matters as they arise
- iii) Develop systems and processes necessary for the tracking, planning and execution of the programme
- iv) Monitor programme implementation at all stages. This will include an analysis of implementation, difficulties or challenges experienced, initiating remedial actions, facilitation the independent evaluation of the programme, and preparation of the end of phase report
- v) Convene meetings of the C&C Programme Committee
- vi) Prepare documentation for the C&C Programme Committee meetings, including full proposals, progress reports of the approved projects, annual workplans, and other reports as requested by the Committee
- vii) Act as, or designate a rapporteur for, the C&C Programme Committee meetings
- viii) Organize the annual meetings of the Grantees to present their progress
- ix) Conduct specific tasks as approved under the Project work plan, and support and collaborate with other agencies in executing tasks under the Project as appropriate
- x) Prepare, in consultation with the Executive Secretary, annual work and financial plans for the Project, for the approval of the C&C Programme Committee and Sida
- xi) Maintain close communication with the C&C Programme Committee, as the decision-making body of the Project. Advise the Committee of any matters requiring its attention
- xii) In consultation with the Executive Secretary and the C&C Programme Committee, represent the Project at the appropriate national, regional and international fora
- xiii) In close collaboration with the Executive Secretary and the C&C Programme Committee, identify additional sources of funding and other support for the Project
- xiv) Liaise with the Finance Officer in the review/evaluation of the budget and financial reports submitted by the grant applicants and/or grantees
- xv) Act as a first port of call for all Project queries/grievances that may arise
- xvi) Prepare TORs for consultancy contracts linked to the Project, and monitor their execution
- xvii) Carry out any other duties as assigned by the Executive Secretary.

### **Conditions of the Contract:**

The person selected for the position will be appointed for a period of one year (with a 3-month probation period), renewable depending on the performance. A competitive remuneration package is offered, depending on qualification and experience.

### **Qualification Requirements**

We seek a candidate with the following skills and qualifications:

- **Academic Qualifications:** Minimum advanced university degree (M.Sc. or equivalent) in a field that is relevant to sustainable urban development in the coastal context. Fields that would be relevant may include, but are not limited to, urban/regional planning, marine spatial planning, integrated coastal zone management, coastal governance and policy, and coastal resource management.
- **Experience:** A minimum of five years of experience working in a multi-disciplinary research, development or management environment related to urban/coastal zone planning or sustainable urban/coastal development. Experience in the management of complex multi-stakeholder regional projects is desirable.
- Excellent written and oral communication and presentation skills. Ability to communicate complex interventions in a clear and convincing manner and to effectively communicate in workshop and team settings.
- Clear ability to take initiative and work independently, with a high degree of self-motivation.
- Exceptional time management and organizational skills including the ability to plan, prioritize and coordinate multiple projects/deadlines; work well with deadlines.
- Exceptional interpersonal skills and ability to accommodate different work styles and personalities; enthusiasm for working as part of a team.
- Excellent command of English (oral and written). Working knowledge of French will be an added advantage.
- Previous work experience in one or more of the participating countries and/or experience in the Western Indian Ocean Region is an asset.
- Familiarity with sustainable development and marine and coastal environmental issues in the Western Indian Ocean region will be an advantage.

### **Application Procedure**

Applicants are requested to submit a comprehensive CV with three contactable references, as well as a 1-page motivation as to how they see their role in this post. All applications will be treated in the strictest confidence. Emails should be sent to [secretary@wiomsa.org](mailto:secretary@wiomsa.org), with the subject title "*Cities and Coasts Project Manager*".

### **Closing date**

Applications must be received no later than **13 April 2018**.

Candidates who have not been contacted within 21 days of the closing date must please assume that their applications were not successful. Correspondence will be limited to shortlisted candidates.