



### ***Job Opportunity: Executive Secretary-Re-advertised***

The Western Indian Ocean Marine Science Association (WIOMSA) is inviting applications for the position of Executive Secretary. For the position, the Association is looking for an individual with experience in project/programme management, management of a team; including experts and support staff. The Executive Secretary should be familiar with the coordination of volunteer networks and working in multicultural environments. A good track record in resource mobilization, diplomatic skills and ability to generate consensus and regional experience would be added advantages for the position.

The Executive Secretary, who is based at the WIOMSA headquarters in Zanzibar, Tanzania, is responsible for the day-to-day operations of the Association, taking guidance from the General Assembly Meetings, the Board of Trustees, and communication with the membership. He/she coordinates and plans the Association's strategic activities and programming to ensure that human, financial and technical resources are in place to carry out the Association's mandate. The Executive Secretary is also responsible for: mobilizing science for sustainable development; creating links between scientific and technical capacity and science users, including the private sector, governments, and donors; identifying users' needs for data and information; and creating opportunities for members and non-members to offer scientific services and consultancy functions.

As WIOMSA is a regional, non-profit, membership organization, a priority for the position is the ability to lead resource mobilization/grant application initiatives of the Association, mobilize membership around a common vision, and to network and build partnerships within and outside 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 a 50/50 gender balance in its staff.

## **Duties and Responsibilities:**

The main task of the Executive Secretary is to implement policy and action plans as established by the Board of Trustees and to ensure the efficient and effective conduct of the business of the Association. More specifically, duties of the Executive Secretary include but are not limited to:

### **A. WIOMSA General Assembly**

- i) Organise meetings of the WIOMSA General Assembly according to the Constitution;
- ii) Act as the secretary for the General Assembly;
- iii) Coordinates tri-annual elections of the Board of Trustees and country coordinators;
- iv) Prepares reports, including intersessional and financial reports for submission to the Assembly.

### **B. WIOMSA Board of Trustees**

- i) Acts as a senior advisor on policy matters to the Board;
- ii) Acts as the secretary to the Board;
- iii) Ensure that the strategic direction of the Association is followed through the effective implementation of the Association's strategic plans and policies established by the General Assembly and the Board.

### **C. General administration of the Association**

- i) Lead the WIOMSA Secretariat;
- ii) The Executive Secretary is the primary spokesperson for the Association and its lead representative;
- iii) Maintain and build a strong team that carries out the day-to-day operations of the Association, ensuring all staff and interns are organized and supported in their work;
- iv) Supervision of staff terms of employment, contracts and payments;
- v) Coordinate meetings and staff members, and assist the wider WIOMSA team to meet the strategic objectives of the Association;
- vi) Ensure effective communication with Country Coordinators on Association issues;
- vii) Provide coordination, backstopping and oversight of consultants and projects, working closely with individual experts and partner organizations;
- viii) Prepare activity reports and supervise financial recording and reporting according to contractual requirements;
- ix) Ensure responsible financial management and work with the treasurer and financial team to produce regular financial statements to the Board;
- x) Develop annual workplans and budget in collaboration with the Board of Trustees and funding agencies;
- xi) Ensure appropriate oversight and quality control of project and consultancy outputs;

- xii) Oversee the overall implementation of projects implemented by the Association.

#### **D. Resource mobilization and partnership building**

- i) Ensure a close working relationship with the Board, Country Coordinators, members of the Programme Committees, WIOMSA staff, WIOMSA Trust Trustees, Editorial Board of the WIO Journal of Marine Science, partners and members at large;
- ii) Build and create new relationships with a variety of stakeholders;
- iii) Seek new and creative opportunities for revenue generation through preparation and submission of proposals, bids and other applications in collaboration with appropriate experts and institutions.

#### **E. Others**

- i) Carry out any other duties as assigned by the Board.

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

The position is based at the WIOMSA headquarters in Zanzibar, Tanzania. A competitive remuneration package commensurate with experience and qualifications, is offered, and will include two components, a core guaranteed component, plus a performance-based incentive component. Medical and housing costs will be covered.

#### **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 development in the coastal and marine context.
- **Experience:** Professional experience with at least five years at a senior level in coordination of regional development projects and provision of consultancy services and technical advice. Experience in fund raising from different sources is desirable. Also experience in coordination of regional scientific projects will be an advantage.
- **Skills:** 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.
- 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 one-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 “*Executive Secretary*”.

### **Closing date**

Applications must be received no later than **10 May 2019**.

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.