

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Marine Coordinator, Africa
DIVISION/DEPARTMENT:	Africa Partnership Secretariat/Conservation Division

1. OVERALL PURPOSE OF JOB

<ul style="list-style-type: none"> • Lead the Marine Programme of the BirdLife Africa Secretariat in collaboration with the BirdLife International's Marine Programme (BIMP). • Manage and provide strategic guidance to staff in the Marine Unit Africa • Coordinate with other BirdLife programmes to promote seabird conservation, primarily with the Invasive Alien Species and Preventing Extinctions programmes.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director, Africa
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • West Africa Marine Coordinator • Albatross Taskforce Managers in Africa
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • BirdLife International Marine Programme • BirdLife Africa Secretariat: heads, coordinators and key members of Conservation, Finance and Admin (FAD) and Network & Capacity Development Divisions • Conservation and Science, Policy and Information Divisions in Global Secretariat
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • BirdLife Africa Partnership – provide coordination support in identifying and implementing national marine conservation priorities • Supporting Partners in European and any others as relevant – liaison to ensure support by these partners is in harmony and complementing BirdLife marine work in Africa and beyond
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
National, regional and international organisations working in coastal and marine ecosystems, including: Regional Fisheries Management Organisations/Agreement, Multilateral Environmental Agreements (CMS, CBD), Regional Seas Conventions (Abidjan and Nairobi Convention), extractive industries and industry associations, research organisations, government and intergovernmental organisation and international NGOs.

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2 (a). KEY WORKING RELATIONSHIPS GRID

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife's reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (eg verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors.

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	1	Press & media	3	Funding organisations (institutions, foundations, corporations)	3
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	1
Suppliers/service providers	0	Scientific community	3	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Overall programme coordination</p> <ol style="list-style-type: none"> 1. Lead and coordinate the development and implementation of the BirdLife Marine Programme. 2. Facilitate collaboration and harmony of Africa Marine programme with wider BirdLife International’s Marine Programme (BIMP) 3. Lead, manage and motivate a team of staff for delivery of the Marine Programme in Africa. 4. Facilitate the coordination, delivery and growth of the marine objectives and capacity of the BirdLife Africa Partnership, including expanding capacity for marine IBA work in the region. 5. Facilitate, coordinate, and support liaison with key collaborators in other environmental NGOs, government agencies, secretariats of relevant treaties and fora, etc. to further delivery of the priorities of BirdLife Africa Secretariat’s marine programme. 6. Facilitate and deliver BIMP inputs into Regional Fisheries Management Organisations (RFMOs), including the Indian Ocean Tuna Commission (IOTC). 7. Support the implementation of ongoing projects in West Africa, IKI Strong High Sea, GOBI IKI project in Western Indian Ocean and the Common Oceans project as Co-Project-Executive. 8. Promote and communicate the objectives, goals and achievements of the BirdLife Africa Secretariat Marine Programme at regional and international level. 9. Identify and promote the development of multilateral projects and agreements to advance the objectives of the BirdLife Africa Secretariat’s Marine Programme (e.g. Agreement on the Conservation of Albatrosses and Petrels, Convention for Migratory Species, AfricanEurasian Waterbird Agreement) and fisheries management bodies) within Africa. 10. Lead the development of fundraising proposals that contribute to achieving the priorities of the marine programme in Africa <p>Others</p> <ol style="list-style-type: none"> 11. Coordinate with other BirdLife programmes to promote seabird conservation. 12. Perform other relevant duties assigned.

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
<i>Financial/Budgetary</i>	<i>Up to £25,000 on approved projects.</i>
<i>Contracts – Funders</i>	<i>As delegated by Regional Director, typically up to £25,000</i>
<i>Contracts – Staff/Consultants</i>	<i>Consultants on approved projects whose fees do not exceed £25,000</i>
<i>Contracts – Service providers</i>	<i>Personal Travel and procurement of services not exceeding £1,500 according to approved projects.</i>

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Legal Responsibility	<i>None</i>
Other	<i>None</i>

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Advanced university degree in natural sciences and their practical application
Job Specific Education/Qualification	Minimum academic qualification of a post graduate degree in nature sciences or equivalent experience
Job Specific Knowledge	Demonstrate knowledge in marine science and conservation
Experience	Extensive relevant working experience at the national or international level as well as previous experience working within a management capacity.
Management & organisational skills	Strong leadership and people management skills. Good organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good basic financial literacy (understanding budgets).
Communications skills	Ability to promote BirdLife to senior level stakeholders in international organisations, government, private sector and civil society. Ability to write professional articles and give presentations to international audiences.
Analytical Skills	Ability to look at the strategic and operational dimensions of issues and plan accordingly.
Creativity & Initiative	Ability to generate innovative ways of doing things, and in the process enhancing the quality of products and efficiency in the use of resources.
Computer Literacy	Good knowledge of Microsoft Office package. Proficiency in statistical tools for scientific analysis
Languages	Fluent in English. Knowledge of other languages widely used in the region, particularly French will be an advantage.
Travel requirements	Frequent travel, up to 6 weeks per year
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Team player; pro-active. Strong leadership, managerial and team-building skills; committed to enhancing and bringing additional value to the work of the team as a whole	

Prepared by:	Date:
<i>Ademola Ajagbe</i>	<i>21st September 2019</i>

