

CALL FOR APPLICATION

Posting title:	Marine Turtles Project Officer
Office:	Specially Protected Areas Regional Activity Centre (SPA/RAC)
Location:	Tunis, Tunisia
Type of contract:	Fixed-term contract
Commencement of duty:	1 August 2018 or as soon as possible thereafter
Posting period:	02 July 2018 - 18 July 2018
Job opening number:	SPA/RAC 18-3
Deadline for application:	18 July 2018

PRESENTATION OF SPA/RAC

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol).

Tunisia has been hosting the Centre since its establishment in 1985.

The Centre works under the auspices of the UN Environment / Mediterranean Action Plan (UNEP / MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

SPA/RAC's main objective is to contribute to the protection, preservation and sustainable management of marine and coastal areas of particular natural and cultural value and threatened and endangered species of flora and fauna in the Mediterranean.

The Marine turtle Project: PROJECT FOR THE CONSERVATION OF MARINE TURTLES IN THE MEDITERRANEAN

The Marine turtles Project is a Multilateral cooperation project financially supported by the MAVA Foundation for Nature and executed by ARCHELON, DEKAMER, MEDASSET, MedPAN, NMPZ, SPA/RAC, WWF Greece and WWF Turkey under the overall coordination SPA/RAC.

The project started in June 2017 and will be completed in May 2020.

Beneficiary countries:

Albania, Egypt, Greece, Lebanon, Libya, Spain, Tunisia and Turkey.

The project aims to support the creation of monitoring networks and tools and a sustainable management plan for marine turtles and their habitats in the Mediterranean, through the implementation of harmonized monitoring protocols in line with the EcAp guidelines, and by adopting a participatory and integrated approach that consider both local socio-economic and environmental contexts.

The strategies and project activities are:

- **Strategy A:** Applied research and monitoring actions on nesting sites and marine hotspots of marine turtles and their habitats while taking into account local environmental and socio-economic contexts.
- **Strategy B:** Reinforce coordination amongst concerned partners including decision-makers, scientists and MPA managers. The aim is to implement harmonized management plans and monitoring protocols following a participatory approach and in line with the EcAp guidelines;
- **Strategy C:** Build capacities for relevant stakeholders on the conservation of marine turtles and their habitats through training, exchanging, awareness and sharing of experience and information.
- **Strategy D:** Improve the management and the protection of nesting sites. This can be done through the implementation of powerful tools for capitalization and exploitation of already collected data. This should lead to the establishment of accessible and effective national databases for the monitoring; and
- **Strategy E:** Reduce the illegal trade of sea turtles' products through education, raising awareness and communication

JOB DESCRIPTION: MISSIONS AND TASKS

The Marine turtles Project Officer will work under the overall authority of the SPA/RAC Director and the supervision of the Species Programme Officer. He/she will be responsible for supporting the implementation of the project activities as follows:

1. Implementation of the Marine turtles Project activities, such as:
 - Make consultations with the relevant national authorities for the selection of the national team that will implement the monitoring programmes during the nesting season in known and new areas.
 - Ensure the proper running of field missions under the responsibilities of the national team and the collection of the appropriate data (Beach quality, Temperature, Genetic and isotope samplings...)
 - Make the necessary agreements with project partners in order to analyse the genetic, isotope and temperature samples collected from countries.
 - Organise the Mediterranean workshop on important turtle areas in collaboration with project partners and any relevant national or regional environmental institutions.
 - Ensure the integration of the collected data from known and new nesting areas in the Mediterranean Biodiversity Platform.
 - Make consultations with the relevant national authorities for the selection of the national/international consultant who will be in charge of the preparation of National Action Plan as planned by the project.
 - Supervise the implementation of the strategy E "reduce illegal trade of marine turtles in Tunisia" in close collaboration with the national designated team.
 - Establish a collaborative process for the implementation of the strategy E with the relevant environmental and fisheries authorities as well as national Institutions, NGOs and local communities.
2. Implement and review/adjust the project planning and the complete project cycle fulfilling, including evaluation.
3. Be in charge of the financial and administrative management of the project in accordance with the project plans and contractual agreements.
4. Prepare progress and terminal reports on the project activities implemented by SPA/RAC and its partners in accordance with the project plans and contractual agreements, and the MAVA Foundation policy and requirements.
5. Maintain constant communication and appropriate synergy with project partners, MAVA foundation and stakeholders.

6. Prepare various written outputs, including letters, correspondences, terms of reference for consultancies and contracts, contractual agreements, background papers, training programmes, meeting agendas, working documents, reports, publications, speeches, presentations, and any other relevant document or written input needed for the proper project implementation.
7. Supervise, review and assess the quality/conformity of the reports, products and other deliverables, produced by consultants and other service contractors.
8. Design, organise and conduct meetings, seminars, training workshops, conferences, as required by the project activities.
9. Provide substantive support to meetings, workshops, trainings and conferences, by proposing agenda topics, identifying participants, preparing working documents and presentations.
10. Represent SPA/RAC at meetings and conferences, as required.
11. Make presentations and oral communications about the project progress, results and lesson learnt at relevant national and international meetings and conferences.
12. Perform other related duties, as required.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in marine natural resources management, marine biology or ecology, fisheries science, or a related field. Or a first-level university degree in combination with two additional years of relevant work experience that may be accepted in lieu of the advanced university degree.

Work Experience

- A minimum of five years of experience in project or programme management in the field of marine and coastal biodiversity and protected areas is required.
- Experience in the Mediterranean region.
- Experience regarding project cycle, budget, financial and administrative management issues related to environmental projects.
- Experience in threatened /endangered species programme management is highly desirable.

Languages

Fluency in oral and written English and French is required. Knowledge of Arabic is desirable. Knowledge of other Mediterranean languages is an advantage.

Other desirable skills

- Thorough familiarity with text processing, spreadsheet, internal databases, GIS, internet and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- Demonstrated experience in development, planning, implementation, evaluation and reporting of project activities, including governance issues.
- Experience in budget and financial management and reporting.
- Knowledge of the administrative procedures within institutions of the UN system is an asset.
- Experience in technical and logistical aspects of meeting and marine field work organisation.
- Excellent written and verbal communication skills.
- Excellent critical and creative thinking and analytical skills.

CONTRACT DURATION AND OTHER CONDITIONS

The project will be implemented during a two-year period as a maximum. The initial engagement will be for 12 months, subject to a probationary period of 3 months, and may be subject to an extension of one additional year.

The position will be based at the Specially Protected Areas Regional Activity Centre (SPA/RAC) offices in Tunis, Tunisia.

The finalisation of the selection process is foreseen in July 2018.

The date of commencement of duty is 1 August 2018, or as soon as possible thereafter.

APPLICATION

Candidates should send their application **by e-mail** to the following address: car-asp@spa-rac.org, with the following subject: **Marine turtle Project Officer application - SPA/RAC 18-3 (family name of the applicant)**.

The following documentation should be attached:

- A cover letter discussing your motivation to apply for this position (in English);
- A curriculum vitae (in English or in French);
- Certified copies of university diploma(s); and
- Work or internship certificate or any other documentation concerning experience and skills acquired relevant to the job position.

The deadline for application is **18 July 2018**.

ASSESSMENT METHOD

Only candidates selected for assessment will be contacted. A first selection of up to three qualified candidates will be conducted based on information submitted in the application (CV and cover letter) according to the evaluation criteria of the job opening. Evaluation of candidates may include a substantive competency-based and technical assessment oral interview.