

CALL FOR APPLICATION

Posting title:	SPAMI 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:	20 June 2018 - 8 July 2018
Job opening number:	SPA/RAC 18-2
Deadline for application:	8 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 SPAMI PROJECT: PROJECT TO DEVELOP AND STRENGTHEN AN EFFECTIVE SPAMI MANAGEMENT

The SPAMI Project is a bilateral cooperation project financially supported by the Italian Ministry for the Environment, Land and Sea (IMELS), and executed by SPA/RAC, under the overall coordination of the UN Environment / MAP Secretariat.

The project started in June 2018 and will be completed in December 2019.

It aims to develop and strengthen an effective management of marine protected areas (MPAs) and more particularly Specially Protected Areas of Mediterranean Importance (SPAMIs), mainly through:

- the development of twinning programmes among Italian SPAMIs/MPAs and SPAMIs/MPAs of the Mediterranean sub-regions of which Italy is part. These twinings aim at promoting networking among SPAMIs/MPAs, strengthening exchange of experience and best practices, and building common capacities, also in order to increase the number of SPAMIs;

- sharing management and monitoring knowledge, experience and best practices among the twin SPAMI/MPA areas:
 - setting up of standardized adaptive management models for MPAs,
 - running stakeholders' participatory processes,
 - reducing and managing marine litter,
 - setting up sustainable tourism practices,
 - contributing to marine spatial planning strategies,
 - implementing coordinated monitoring programmes in coherence with the Barcelona Convention Integrated Monitoring and Assessment Programme (IMAP) and the European Union Marine Strategy Framework Directive (EU MSFD),
 - building capacities including through e-learning, etc.;
- building capacities and organizing on-the-job trainings for SPAMI/MPA managers;
- involving the civil society organizations in the SPAMI/MPA activities (call for small projects); and
- establishing a collaborative platform for SPAMIs/MPAs based on the experience gained during the twinning activities.

JOB DESCRIPTION: MISSIONS AND TASKS

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

1. Development and implementation of the SPAMI Project activities, such as:
 - Make consultations with the relevant national authorities for the selection of the SPAMIs/MPAs that will engage in the twinning programmes;
 - Initiate the contact and facilitate the dialogue between prospective twin SPAMIs/MPAs;
 - Guide and supervise the elaboration of the twinning programmes, with the input of the partner SPAMIs/MPAs;
 - Elaborate the twinning agreements between the partner SPAMIs/MPAs;
 - Organise the project kick-off meeting in collaboration with the relevant Italian environmental authorities;
 - Design and implement a capacity-building programme, including medium-term on-the-job trainings for the twinned SPAMIs/MPAs management staff;
 - Organize exchange visits between the twinned SPAMIs/MPAs;
 - Organise visits of the Italian SPAMI/MPA managers in the twinned areas to support the application and implementation of the agreed twinning programmes models and best practices;
 - Carry out participatory processes at local SPAMI/MPA level (including the organization of workshops with stakeholders), in order to develop standardized adaptive management models, based on conceptual mapping, and taking advantage of the Italian model "ISEA" (Standardized interventions for the efficient management of MPAs) and other best practices models as needed and relevant;
 - Support the SPAMIs/MPAs in building sound adaptive management strategies targeting the main threats identified for their areas, that may lead, if needed, to the adjustment or updating of the existent management plans;
 - Initiate the implementation of pilot management activities (ecological monitoring, educational or awareness raising campaigns, fishing for litter, etc.) identified within the management strategies;
 - Design, launch, and supervise the implementation of a call for small-project proposals aiming to involve the civil society organizations in the SPAMI/MPA activities;
 - Elaborate and disseminate communication and capitalization material about lessons learnt and innovative approaches of the small projects implemented by the civil society organizations at the SPAMIs/MPAs level;
 - Establish a collaborative platform for SPAMIs and future SPAMIs, based on the experience gained during the twinning activities.

2. Implement and review/adjust the project planning and the complete project cycle fulfilling, including evaluation.
3. Overview 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 in accordance with the project plans and contractual agreements, and the UN Environment/MAP policy and requirements.
5. Maintain constant communication and appropriate synergy with project partners, donors 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. Organise and participate in field missions and visits expected mainly in Mediterranean countries/MPAs.
11. Represent SPA/RAC at meetings and conferences, as required.
12. Make presentations and oral communications about the project progress, results and lesson learnt at relevant national and international meetings and conferences.
13. 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 eight years of progressively responsible working experience in project or programme management in the field of marine and coastal biodiversity and protected areas is required, at least five of which should include marine protected areas creation, planning and management (including field and policy/strategy development experience).
- Experience in the Mediterranean region.
- Experience regarding project cycle, budget, financial and administrative management issues related to environmental projects.
- Experience in MPA promotion and development, including networking topics is highly desirable.
- Experience in SPAMI establishment, management or evaluation is an asset.

Languages

Fluency in oral and written English and French is required. Knowledge of Arabic and Italian 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: **SPAMI Project Officer application - SPA/RAC 18-2 (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 **8 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.