



Job title: Marine Programme Coordinator
Reporting to: FMB's Director

Fundação Maio Biodiversidade (FMB), Ilha do Maio, Cape Verde

Maio Biodiversity Foundation

Maio Biodiversity Foundation (FMB - Fundação Maio Biodiversidade) was established in 2010 to protect biodiversity on the island of Maio, one of the remaining pristine islands in the Republic of Cabo Verde. Maio has sandy beaches where a large number of sea turtles nest; wetlands that support migratory and resident birds; and highly productive marine ecosystems, with shark nurseries, coral communities, and a large variety of fish species. The conservation of this rich biodiversity is essential to guarantee the social and economic wellbeing of the people of Maio, who depend mostly on fishing and agriculture for their income.

Since its establishment, FMB has rapidly grown to be one of the most successful conservation NGOs in West Africa. We have developed internationally recognised projects on marine protected areas, sea turtle conservation, bird protection and ecotourism, and initiatives that are replicated at a national level, such as our 'Guardians of the Sea' initiative in collaboration with local fishermen. FMB's mission is the sustainable development of Maio, based on biodiversity protection and the well-being of Maio's communities. As such FMB has strong links with local communities, and our projects are supported by local, national, and international organisations. See further details at www.facebook.com/maioconservation or www.fmb-maio.org.

The Opportunity

To continue this dynamic development, FMB is looking for a Marine Programme Coordinator to join our team in Cabo Verde. We have ongoing projects on sharks, turtles, coastal and sea birds, biodiversity monitoring (with target groups such as reef fish and cetaceans) and marine protected area monitoring and management. The Marine Programme Manager will be expected to both coordinate the programme and get involved in fieldwork, including working with fishers, communities, and survey work, for which diving skills are necessary. The ideal candidate will bring enthusiasm and energy to strengthen and expand FMB's existing marine monitoring work, and to develop new projects. Tasks are varied and challenging so the individual must be adaptable and a good team player. The Marine Programme Coordinator will be supported by an excellent team of Cabo Verdean and international colleagues that have grown together over the last 12 years. Their work will also be supported by a strong network of national and international organisations, for example, our partner Fauna and Flora International (FFI). Fluency in Portuguese or Spanish is essential.

Terms and Conditions

Start date:	May 2022 (June 2022 latest), starting with a hand-over/training probationary period
Duration:	1 year contract initially, of which 3 months are a probation period The contract will be extended subject to funding and work performance.
Contract term:	Full-time

Salary: circa 66,150 – 78,000 CVE (600 – 700 EUR) per month based on experience, with an additional 300 EUR per month in accommodation and travel benefits (for reference, monthly food costs in Maio are about 20,000 CVE per month)

Location: The island of Maio, Cabo Verde

General responsibilities

- Planning and implementation of conservation projects with a particular focus on marine projects, from inception to reporting
- Drafting and completion (often in English) of technical and financial reports on conservation projects
- Technical support to the FMB Protected Areas Coordinator
- Setting strategy and long-term planning for FMB's conservation portfolio, working together with the Director and other staff at FMB
- Recruitment and line management of the 'Marine team' (2-3 technicians)
- Developing budgets for a range of conservation projects from small to large
- Supporting the operations team in long-term financial planning for the organisation
- Financial management for conservation projects and grants e.g., keeping cashbooks, getting quotes, liaising with, and managing suppliers and contractors
- Representing FMB and promoting conservation to government and partners, maintaining a good relationship with all key stakeholders and funders
- Coordinating, leading and/or supervising monitoring and research projects by third parties, (e.g., universities, consultants, researchers, students)
- Ensuring a monitoring programme that measures the ecological and social impact of FMB's conservation activities
- Support field staff by carrying out fieldwork when necessary
- Create, maintain, and build trust with fishers and communities
- Create, manage, and maintain databases on biodiversity and other marine programme data
- Other activities requested by the Director and appropriate to your experience

Experience

- A degree or equivalent scientific and technical expertise in conservation, ideally in marine ecology
- At least three years' experience in conservation and/or research, ideally including marine organisms
- Experience in ecological surveys, particularly marine
- Experience of working with local people to deliver conservation projects
- Experience managing project teams

- Experience managing conservation activities, including managing several projects at once
- Proven experience of fundraising and financial oversight of conservation projects
- Experience in Microsoft Office, including advanced use of Excel

Key Skills

- Good Portuguese or very good Spanish, good English (especially written), with a willingness to learn Creole.
- Good personal and written communication skills
- Good proposal and report-writing skills, especially in English
- Good budget management skills
- Ability to monitor cashbooks and money expenses
- Ability to work in the field and away from home, including the ability to travel nationally and occasionally internationally
- Marine fieldwork skills such as open water swimming and experience onboard boats
- PADI Advanced Open Water Diver course as the minimum dive requirement, or the equivalent by a different dive school, and experience diving in open sea conditions
- Driving licence

Person Specification

- Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and sustainability
- Resilience to living on a small, isolated island
- Mature, reliable, and comfortable managing team members
- A natural forward planner who critically assesses own performance
- Relevant experience in field-level implementation of large-scale projects and ability to motivate and achieve targets through team building
- A person who nurtures and supports team members, and demonstrates by showing (hands-on person)
- Ability to train marine team members on fieldwork and other skills as needed
- Ability to deal with pressure and tight deadlines

Application Process

Applications consisting of a cover letter explaining why you are applying for the position and relating your experience and skills to the role (max 2 pages), a full CV, and contact details of two referees should be submitted via email to: info@fmb-maio.org. Applications should be in English,

The closing date for applications is 27th March 2022.

Interviews are likely to be held week commencing 4th April 2022. Candidates selected for interview will be contacted by email. Only short-listed candidates will be notified.

Please mark your application “FMB Marine Programme Coordinator”.