

CALL FOR APPLICATIONS

Biodiversity Programme Coordinator – Specially Protected Areas Regional Activity Centre (SPA/RAC)

Position title:	Biodiversity Programme Coordinator
Office:	Specially Protected Areas Regional Activity Centre (SPA/RAC)
Location:	Tunis, Tunisia
Type of contract:	Full-time, one-year fixed-term renewable contract (starting with a probationary period of 3 months)
Expected start date:	01 December 2023
Posting date:	11 October 2023
Application deadline:	15 November 2023
Call for applications reference:	Call for Applications N°05/2023_SPA/RAC

ORGANISATIONAL SETTING AND REPORTING

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was created in 1985 and established in Tunis following a decision of the Contracting Parties to the Convention for the Protection of the Marine and Coastal Environment of the Mediterranean (Barcelona Convention).

SPA/RAC is part of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention System. It is established under the Tunisian Law through a host country agreement between the Government of the Republic of Tunisia and UNEP, signed in 1991 and amended in 2013.

The specific objective of SPA/RAC is to contribute to the protection and 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 this context, the mission of SPA/RAC is to provide assistance to the Contracting Parties in meeting their obligations under Articles 4 and 10 of the Barcelona Convention, and under its Protocol concerning Specially Protected Areas and Biodiversity Protocol in the Mediterranean (SPA/BD Protocol); and implementing the Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region" (Post-2020 SAPBIO), adopted by the Contracting Parties in 2021, as well as the Mediterranean Strategy for Sustainable Development (MSSD) and by carrying out the tasks assigned to it in Articles 9, 11(7), and 25 of the SPA/BD Protocol.

The Post-2020 SAPBIO specifies the policy and provides the operational basis for actions by the Contracting Parties to protect marine and coastal biodiversity through an extensive platform for collaboration with international and national organizations, NGOs, donors, and all other stakeholders. It is the overall umbrella of all thematic strategies and action plans adopted in the framework of the SPA/BD Protocol, including the Post-2020 Regional Strategy for Marine and Coastal Protected Areas (MCPAs) and Other Effective area-based Conservation Measures (OECMs) in the Mediterranean, and the regional action plans for the conservation of endangered species and vulnerable habitats. In that respect, the Post-2020 SAPBIO should be implemented in full harmony with the other UNEP/MAP - Barcelona Convention strategies and programmes which are relevant not only for the achievement of the Good Environmental Status (GES) of the Mediterranean Sea and coast, but also for the implementation of the 2030 Agenda for Sustainable Development and the Kunming-Montreal Global Biodiversity Framework.

The present call for applications is launched to select a suitable candidate for the post of Biodiversity Programme Coordinator. It is open to all candidates who fulfil the job description and qualifications requirements.

The post is located in SPA/RAC office in Tunis, Tunisia. The Biodiversity Programme Coordinator will report to the Director of SPA/RAC and will be responsible for the functions indicated below.

RESPONSIBILITIES

Under the supervision of the Director of SPA/RAC, the Biodiversity Programme Coordinator will be expected to:

- Organize and monitor a coordinated implementation of the Post-2020 SAPBIO, including its mid-term and final evaluation and its updating, in collaboration with the technical and scientific staff of SPA/RAC.
- Develop and organize the preparation of the biannual programme of work of SPA/RAC with the SPA/RAC team, contribute to and coordinate its implementation.
- Coordinate, review and ensure the adequate quality of the scientific and technical reports and publications of SPA/RAC.
- Organize and coordinate the SPA/BD Focal Point meetings including their preparation, their working documents, reports and other documentation.
- Keep the SPA/RAC Director informed of the progress of the scientific and technical activities of SPA/RAC and prepare reports and briefings, on a regular basis.
- In consultation with the SPA/RAC Director, strengthen the relations with the scientific community in the fields of interest of SPA/RAC at Mediterranean national, regional and international levels in order to promote conservation measures.
- Participate in regional and international meetings and events to represent SPA/RAC, as relevant and as requested and decided by SPA/RAC Director.
- Identify the priority areas of activities for SPA/RAC and propose the relevant actions as well as a plan for their implementation at SPA/RAC level and in coordination with other international and regional partners.
- Keep abreast with developments at the regional and international level, i.e., regarding new concepts, tools and activities relevant to the implementation of the SPA/RAC's mandate.

- Work closely with the professional staff at the UNEP/MAP Coordinating Unit - Barcelona Convention Secretariat and other MAP Components in the implementation of the
- middle-term strategies, including the coordination and consolidation of the reporting on their implementation to the different governing bodies.
- Provide technical and scientific guidance to SPA/RAC's staff in delivering their activities.
- Contribute to and coordinate the SPA/RAC fundraising programme elaboration and implementation.
- Manage and update a list of strategic partners and propose ways of collaboration for the benefit of SPA/RAC and the SPA/BD Protocol implementation.
- Provide support to SPA/RAC scientific and technical staff in the elaboration of terms of reference for the engagement of consultants, of memoranda of cooperation with other partner actors as well as in developing project proposals to be submitted to external donors and funding agencies.
- Perform other duties and tasks as required and assigned by the SPA/RAC Director.

QUALIFICATIONS

Education:

Advanced university degree (minimum Master's degree or equivalent) in the marine environment, marine natural resources management, marine biology or ecology, or other fields of relevance to nature conservation.

Required Work Experience:

- A minimum of twelve (12) years of responsible experience in project and programme management and coordination on marine and coastal biodiversity conservation.
- Experience in developing, planning, implementing, reporting, and evaluating project activities, including institutional issues. Experience in budget planning and management.
- Experience in administrative and financial management.
- Experience in the Mediterranean region.
- Experience in multinational organizations.

Other desirable skills:

- Fully proficient computer skills and use of relevant software and other applications, e.g., text processing, presentations, spreadsheets, e-mail communication and the internet.
- Excellent communication skills.
- Knowledge of the United Nations system and/or the European Union administrative procedures is an asset.

Competencies:

The candidate should demonstrate the following qualities and competencies:

Professionalism:

- Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational direction.
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Demonstrates professional competence and mastery of subject matter;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Is motivated by professional rather than personal concerns;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations.

Communication requirements:

Speaks and writes clearly and effectively; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork qualities:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Language skills required:

The working languages of SPA/RAC being English and French, the candidate should prove:

- Fluency in oral and written English and French.
- Knowledge of Arabic and other Mediterranean languages is an asset.

NOTE : 'Fluency' equals a rating of 'fluent' in all four areas (speak, read, write and understand) and 'Knowledge of' equals a rating of 'confident' in two of the four areas.

DURATION OF APPOINTMENT

Appointment against the position of Biodiversity Programme Coordinator is for an initial period of one year (starting with a probationary period of 3 months), subject to extension, based on satisfactory performance.

APPLICATION PROCEDURE

Application must include the following documents:

- Motivation letter outlining the candidate's motivation and suitability for this position (in English).
- Detailed curriculum vitae according to the post ToR.
- Copies of baccalaureate (end of high school diploma) and university diploma(s).

- Work or internship certificate(s) or any other documentation concerning experience and skills acquired relevant to this position.
- Three (03) reference persons and their contact details (email address, phone number, etc.).

**Applications must be received electronically at the following e-mail address:
car-asp@spa-rac.org, not later than 15 November 2023, 23:59 UTC+1 (Tunis Time).
Emails should include the following subject line:**

“Post of Biodiversity Programme Coordinator - Call for Applications N°05/2023_SPA/RAC”

Please, note that incomplete application files, application files that do not comply with the submission procedure, or applications reaching SPA/RAC after the deadline will be rejected.

EVALUATION OF THE APPLICATIONS

A first selection will be based on the content of the application files.
Shortlisted candidates will be invited to a competency-based oral interview.
Only shortlisted candidates will be contacted.