



The International Union for Conservation of Nature Mesoamerican and Caribbean Regional Office

VACANCY ANNOUNCEMENT

Title: Coordinator, IUCN Caribbean Initiative
Expected start date: April 15, 2009
Work percentage: 100%
Duty station: To be determined (the position will be either based at ORMA in Costa Rica, or in one country or territory of the insular Caribbean)
Function group: To be determined
Reporting to: Regional Programme Coordinator, ORMA
Duration: Two years, renewable

BACKGROUND

At the IUCN Congress in 2004, the Members of the Union requested the Secretariat to strengthen IUCN's presence in the region, and it is in response to this call that IUCN has developed a new Initiative for the Insular Caribbean. Thanks to the support provided by the Governments of France and Italy, this Initiative has benefited from an assessment of issues, needs and opportunities (see Situation Analysis for the Wider Caribbean published by IUCN in 2007) and from a broad consultation process that has involved all members and key partners of IUCN within the region, as well as a number of external organisations with an interest and activities in the region. This process has resulted in the formulation of a Programme for the period 2009-2012, which was endorsed by Caribbean members and experts attending the World Conservation Congress in Barcelona in October 2008, where the Initiative was formally launched.

The Programme is based on the structure of the global IUCN Programme, with an emphasis on the issues affecting conservation and sustainable development in the insular Caribbean, on the priority needs and opportunities identified by IUCN members and partners, and on the thematic areas where IUCN could add significant value to existing and proposed programmes and institutions in the region. To the maximum extent possible, programmes and projects implemented under the Caribbean Initiative will be regional in scope, working with all countries of the insular Caribbean, across linguistic and political groupings.

For an initial period of two years, the IUCN Caribbean Initiative has been placed under the responsibility of the IUCN Office for Mesoamerica based in Costa Rica, in order to allow the Initiative to benefit from established programme and administrative management systems, to avoid the costs and delays that would inevitably be associated with the establishment of a new and separate coordination mechanism, and to create opportunities for synergies within the wider Caribbean region. Priority is currently being given to programme and project development, fundraising and communications.

IUCN/ORMA is looking for a motivated and resourceful mid-career professional with excellent networking and facilitating skills, and an ability to work well in the various cultures and political

systems of the insular Caribbean. Her/his role will be guide the establishment and growth of this new Initiative in a region of great ecological, cultural, economic and social diversity.

OVERALL RESPONSIBILITIES

In close coordination with the Regional Programme Coordinator for Mesoamerica, the Coordinator will be responsible for the strategic planning and implementation of the IUCN Caribbean Initiative, including the coordination of programme and project design and management; the facilitation of institutional partnerships; and the mobilisation and management of human and financial resources. In addition, the Coordinator will assist in the provision of support and services to IUCN Members, to IUCN Commissions to the Regional Councillor.

SPECIFIC RESPONSIBILITIES

The Coordinator, IUCN Caribbean Initiative, will be specifically responsible for:

1. developing the quarterly and annual workplans for the IUCN Caribbean Initiative, in close collaboration with the Mesoamerican programme and the relevant thematic programmes of IUCN;
2. supervising and managing the implementation of the workplans, ensuring the quality, effectiveness and efficiency of all programmes and projects, and guaranteeing compliance with all relevant IUCN policies;
3. maintaining communication and facilitating collaboration with relevant IUCN global programmes in workplan implementation;
4. coordinating the preparation and submission of reports to IUCN, donors and partners as appropriate;
5. coordinating fundraising activities;
6. managing institutional partnerships and facilitating the development of new partnerships and alliances;
7. designing and applying systems and procedures for monitoring, evaluating and documenting the implementation of the workplans, and using those outcomes in the design of future activities and the revision of workplans;
8. coordinating the implementation of a comprehensive communication strategy for the insular Caribbean;
9. supervising staff and short-term consultants assigned to the IUCN Caribbean Initiative;
10. assisting with membership services and other membership matters as required by ORMA;
11. providing support to the work of IUCN Commissions in the insular Caribbean and to the participation of Caribbean experts in these Commissions;
12. providing support to and liaising with the Regional Councillor for the Caribbean;
13. participating in and contributing to IUCN activities as required by ORMA.

REQUIREMENTS

The Coordinator, IUCN Caribbean Initiative should:

- have at least ten years of experience in sustainable development, natural resource management and/or conservation, including at least three years in a senior management capacity;
- have organisational experience, including a proven ability to work on a variety of tasks simultaneously, and to perform well under pressure;
- be able to work effectively within a large decentralised workforce of professionals of different nationalities and to mobilize it for common goals;
- have a demonstrated ability to make sound decisions based on analysis, consultation with others, experience, and judgement;
- have demonstrated project management and programme development skills, as well as proven fundraising abilities;
- be of Caribbean origin, or have a good knowledge of Caribbean environments and issues and a good understanding of Caribbean cultures;
- have experience in and knowledge of regional processes and institutions in environmental management in the region;
- hold a university degree in a discipline relevant to the programme of IUCN;
- be fluent in English and in at least one of the other two official languages of IUCN (French and Spanish), with fluency in all three languages being considered an asset;
- be prepared to travel extensively within and outside the region.

SALARY

To be determined

APPLICATIONS

Interested candidates who meet the selection requirements are requested to submit at the latest by April 3, 2009 their curriculum vitae, a supporting letter of motivation in English (Spanish or French), and the names and contact details of three referees (including one recent employer) to:

Human Development Unit
 IUCN-Mesoamerica and Caribbean Initiative
 eugenia.guzman@iucn.org