

The Charles Darwin Foundation for the Galapagos Islands is seeking a Communications Officer for the project "Habla Tiburón"

Application deadline: March 31th

Type of contract: Laborer (following the regulations of the Galapagos Special Law).

Introduction

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959 with an operational base in the Galapagos Islands, a UNESCO world heritage site located 1,000 kilometers off the coast of Ecuador. All research programs operate from the Charles Darwin Research Station (CDRS) under the mission of CDF *to tackle the most significant threats and challenges to Galapagos through scientific research and conservation action in order to safeguard one of the world's most important natural treasures.*

The Charles Darwin Foundation, in partnership with the World Wildlife Fund for Nature, WWF Ecuador, is launching a new development project, made possible by the US Agency for International Development (USAID), that aims to strengthen fisheries governance and promote responsible fishing practices, in order to further the conservation of sharks and rays in Ecuadorian waters. The ambitious project, known as "*Habla Tiburón*", will run over five years and seeks to empower fishing communities in mainland and insular Ecuador to become leading commercial hubs for responsibly sourced seafood in the region and internationally while reversing the severe population declines in sharks and rays observed globally and in the Eastern Tropical Pacific in recent decades.

Objective of the position

The Charles Darwin Foundation is seeking a Communications Officer for the USAID-supported project "Habla Tiburón." This position will oversee the public affairs and communications campaign elements supporting the project's implementation. Additionally, the successful candidate will offer support for elaborating reports and performing position-related administrative tasks.

Reporting

The position forms part of the "Habla Tiburón" project management team and will report to the Project Manager. The team comprises two other professionals: a Project Finance Officer and a Monitoring and evaluation Officer. The Communications and Reporting Officer will work closely with the project management team and key administrative personnel in WWF Ecuador, technical

implementation teams in both CDF and WWF Ecuador, consultants, and related persons to ensure the achievement of expected outcomes and project goals.

Requirements

- A bachelor's degree in a communication related fields (Social Communication, Education, Public Relationships, Journalism, Public Affairs, International Affairs, Applied Languages)
- At least three years of experience in similar positions related to marine resources management or conservation projects.
- At least three years of experience working on projects and understanding the project management scope.
- Bilingual (Spanish–English), with a minimum C1 level in both. Experience in document editions is a plus.
- Administrative experience of procurement and contract administration in communications scopes.
- Previous experience strategizing, designing and overseeing successful campaigns and communications in a project framework.
- Experience working in interdisciplinary and multicultural environments.
- Understanding of science-focused activities and environment-related matters.
- Excellent writing skills, capable of elaborating reports and other related documents in proper form and style, both in English and Spanish.

Skills

- Highly organized.
- Results oriented
- Outstanding interpersonal communication skills.
- Strong teamwork ethic
- Initiative and creativity
- Adaptable and able to work in interdisciplinary and multicultural environments.
- Proficiency in MS Office. Management of designing software is a plus.
- Willingness to travel to the Ecuadorean mainland (Manta, Quito, Guayaquil).

Responsibilities

- Manage regular internal communications with project management and technical teams at CDF and WWF Ecuador to ensure smooth and timely implementation of project activities and delivery of outputs.
- Lead the design and implementation of external communication strategies to deliver on project goals, working closely with the communication teams at CDF, WWF Ecuador, and USAID.

- Manage third party agencies and consultants hired to deliver communications strategies on time and within budget.
- Elaborate the TDR for communication-related procurement in close coordination with the WWF team assigned to Habla Tiburon and the FCD communication office.
- Administrate contracts related to communication issues.
- Support the design and production of all project deliverables, ensuring quality and accessibility, mainly quarterly and annual reports.
- Comply with the policies, procedures and regulations of CDF and USAID.
- Other activities assigned by the project manager.

Employment Conditions

The Communications and Reporting Officer will be a CDF staff member based in Puerto Ayora at the Charles Darwin Research Station, Santa Cruz, Galapagos, Ecuador. Regular travel within Galapagos and to mainland Ecuador may be required. The Communications and Reporting Officer will faithfully comply with the rules, regulations and procedure manuals of CDF, as well as strictly observe and comply with the rules and regulations of the Galapagos National Park Directorate and the Governing Council of Galapagos (CGREG).

Salary and benefits will be negotiated according to the qualifications of the candidate.

Restrictions

Please note that the provisional Galapagos government prohibits pets from being brought into the Galapagos Islands.

To apply

Those interested should send the following information via e-mail to pro.seleccion@fcdarwin.org.ec.

- An up-to-date CV.
- A letter in English (1000 words maximum) describing your interest in the position and your skills and experience related to the minimum requirements outlined above.
- The names and email addresses of three professional references.
- Salary expectations.

Please send all the necessary documents in a single PDF file with "Habla Tiburon– Communications and Reporting Officer" in the subject line. If you have any questions, you can reach us at the email listed above.