

## The Charles Darwin Foundation for the Galapagos Islands is seeking a Communications and Reporting Officer for the project “*Habla Tiburón*”

**Application deadline:** Until the vacancy is filled.

**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 greatest 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 and Reporting Officer for the USAID supported project “*Habla Tiburón*”. This position will support the Project Manager in the successful execution of the administrative and reporting aspects of the award to ensure that results are achieved on time, within budget, and in compliance with USAID policies. This position will also oversee the public affairs and communications campaign elements that support the project implementation.

### Reporting

The position forms part of the “*Habla Tiburón*” project management team and will report to the Project Manager. The project management team is made up of two other professionals, a Project Finance Officer and a Knowledge Management 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, as well as consultants and related persons, in order to ensure the successful achievement of expected outcomes and project goals.

## Minimum Requirements

- A bachelor's degree or higher in communications, administration, marine science, natural resources management or international development.
- At least three years' experience working on international cooperation projects or projects on marine resources, conservation, and marine biodiversity management in the Eastern Tropical Pacific.
- Proven project management skills, with experience in managing communications campaigns in a dynamic environment (international experience a plus).
- Fluent in conversational Spanish and English; excellent writing skills in English; strong writing skills in Spanish.
- Experience working in interdisciplinary and multicultural environments.
- Proficiency in MS Office and project management software.
- Previous experience with Monitoring, Evaluation and Learning processes.
- Understanding of science-focused activities and environment-related matters.
- Previous experience strategizing, designing and overseeing successful campaign communications desirable.

## Skills

- Strategic-minded and highly organized
- Outstanding interpersonal communication skills
- Diplomatic communications and service oriented
- Excellent writing skills, capable of elaboration of reports, and other related documents, in proper form and style.
- Strong team work ethic
- Initiative and creativity
- Adaptable and able to work under pressure

## Responsibilities

- Support the Project Manager in the execution of the administration of the award and ensure that results are achieved on time, within budget, and in compliance with USAID policies.
- Liaise with counterparts in WWF-Ecuador to ensure results achieved on time and within budget.
- Support the development of key deliverables, including but not limited to, Annual Implementation Plans, the Monitoring, Evaluation and Learning Plan and Communications and Outreach Plan, in conjunction with the project management and technical teams, WWF Ecuador, as well as other relevant personnel.
- Support the development and submission of regular performance progress reports, in conjunction with project management and technical teams at CDF and WWF Ecuador.
- Manage regular internal communications with project management and technical teams at CDF and WWF Ecuador in order 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 hand in hand 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.
- Comply with the policies, procedures and regulations of CDF and USAID.

## 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 domestic 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](mailto:pro.seleccion@fcdarwin.org.ec).

- An up to date resumé.
- A letter of interest in English (2 pages maximum), describing your interest in the position and your skills and experience as they relate to the minimum requirements outlined above.
- The names and email addresses of three professional references.

We kindly ask you to 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 e-mail listed above.