

The Charles Darwin Foundation for the Galapagos Islands is seeking a Project Finance 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 an experienced Project Finance Officer for the USAID supported project “*Habla Tiburón*”. This position will be responsible for the financial compliance and reporting requirements that arise from the execution of this grant.

Reporting

The position forms part of the “*Habla Tiburón*” project management team and reports to the Project Manager. The project management team is made up of two other professionals, a Communications and Reporting Officer and a Knowledge Management Officer. The Project Finance Officer will work closely with the project management team, finance teams in both CDF and WWF Ecuador, technical staff, as well as consultants and related persons, in order to ensure the successful achievement of expected outcomes and project goals.

Minimum Requirements

- Master's degree in business administration (MBA), finance, accounting or related field.
- A minimum of 3 years' experience in financial management within research projects, international development, or related topics, ideally with programming financed by funding from bilateral, multilateral, government, and related institutions. Special consideration will be given to candidates that have prior experience working with USAID.
- At least 3 years' experience in financial management related to conservation (ideally marine), in Ecuador or the Eastern Tropical Pacific region, or other regions.
- Fluent in conversational Spanish and English; excellent writing skills in English and Spanish.
- Proficiency in MS Office and financial management software.
- Experience working in interdisciplinary and multicultural environments.

Skills

- Strategic-minded and highly organized
- Outstanding interpersonal communication skills
- Diplomatic communications and service oriented
- Excellent accounting skills
- Good 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

- Manage the financial aspects of the award, within budget, and in compliance with USAID policies.
- Work in close coordination and maintain regular communication with finance teams at USAID, CDF and WWF-Ecuador to ensure proper execution of financial resources within budget.
- Coordinate receipt, disbursement and use of USAID funds, in compliance with USAID policies.
- Ensure that all financial aspects of the grant are coherent among required deliverables, such as Annual Implementation Plans and the Monitoring, Evaluation and Learning Plan.
- Manage the submission of regular financial reports, in conjunction with project management and technical teams at CDF and WWF Ecuador.
- Comply with the policies, procedures and regulations of CDF and USAID.

Employment Conditions

The Project Finance Officer will be a CDF staff member based in Puerto Ayora at the Charles Darwin Research Station, Santa Cruz, Galapagos, Ecuador. Travel within Galapagos and to mainland Ecuador may be required. The Project Finance Officer will faithfully comply with the rules, regulations and procedure manuals of the 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

- 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 – Project Finance Officer Position” in the subject line. If you have any questions, you can reach us at the e-mail listed above.