The Charles Darwin Foundation for the Galapagos Islands is seeking a Project Manager 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 and versatile Project Manager to provide strategic oversight and programmatic management for the project, while fostering strong relationships with USAID, government bodies related to fisheries and their governance, the public and private sector, and civil society actors. The individual will oversee the administrative and financial aspects of the award and ensure that results are achieved on time, within budget, and in compliance with USAID policies.

Reporting
The position reports to the CDF Science Director. The Project Manager will oversee a management team made up of three other professionals, a Communications and Reporting Officer, a Project Finance Officer and a Knowledge Management Officer. The Project Manager will also work closely with key administrative personnel of the primary implementation partner, 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 master’s degree or higher in natural resources management, marine biology, oceanography, geography, international development or related fields.
- At least five years’ experience managing international cooperation projects or projects on marine resources, conservation, and marine biodiversity management in the Eastern Tropical Pacific, with emphasis on Ecuador. Experience with projects on fisheries and/or sharks is desirable.
- 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.

Skills

- Strong leadership 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

- Oversee the administrative and financial aspects of the award and ensure that results are achieved on time, within budget, and in compliance with USAID policies.
- Provide leadership and supervision for the project management team, technical team, and other key administrative personnel involved in the project.
- Provide guidance and coordinate with key personnel in WWF-Ecuador to ensure results achieved on time and within budget.
- Oversee receipt, disbursement and use of USAID funds, in compliance with USAID policies.
- Oversee the development of key deliverables, including but not limited to, Annual Implementation Plans and the Monitoring, Evaluation and Learning Plan, in conjunction with the project management and technical teams, WWF Ecuador, as well as other relevant personnel.
- Oversee the development and submission of regular performance progress reports, in conjunction with project management and technical teams at CDF and WWF Ecuador.
- Oversee regular internal communication with project management and technical teams at CDF and WWF Ecuador to ensure smooth and timely implementation of project activities and outputs.
- Oversee external communications related to the project, in conjunction with communication teams at CDF, WWF Ecuador and USAID.
- Comply with the policies, procedures and regulations of CDF and USAID.
Employment Conditions
The Project Manager 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 is anticipated for this position. The Project Manager 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 résumé.
- 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 Manager Position” in the subject line. If you have any questions, you can reach us at the e-mail listed above.