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**Project Manager**

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| **Job grade** | **4** | **Reports to** | **Country Director** |
| **Directorate** | **Conservation and Policy** | **Function** | **Project Manager** |
| **Contract** | **Fixed term contract** | **Location** | **Tuguegarao, Philippines** |

**Responsibility for resources**

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| **Direct line reports** | Senior Marine Biologist, Senior Community Organizer, Social Marketing Specialist, ESMS Officer, Project Administrative Assistant  Finance Assistant/ Bookkeeper | **Responsibility for other resources** | Vehicle, office and project equipment, office furniture and fixtures |
| **Financial resources** | **USD 1.66 Million** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

In 2010, the ZSL Philippines Country Office was established as a duly accredited NGO registered under the Securities and Exchange Commission (SEC) as a local branch of ZSL and holds its primary office in Iloilo City with field offices in Cebu, Puerto Princesa, and Tuguegarao. Over nearly 15 years ZSL Philippines has developed its conservation programme portfolio to include rehabilitation and conservation of mangroves, beach forests and seagrasses; establishment of community-based marine protected areas (MPAs) alongside seahorse conservation; riparian rehabilitation and freshwater conservation to protect the endangered Philippine eels from overexploitation; and conservation of Palawan pangolins and curbing its illegal wildlife trade. Establishment of large-scale offshore MPA and conservation of the endangered Mindoro tamaraw adds to its programme portfolio in 2023-24. These programmes are well supported with robust financial, human resources, and health and safety management structures and systems.

**Project Description**

The Philippine Rise Ocean Conservation Area project presents an opportunity for ZSL-Philippines to partner with the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR), Fishery Management Area 1 Management Board (FMA1 MB) and Blue Nature Alliance (BNA) to catalyse the creation of approximately 150,000 km2 of new large scale MPA and measurably improve management of approximately 10,000 km2 of existing coastal MPAs by June 2027, through the following key interventions:

1. **EBSA to MPA Transition**: Upgrade the Philippine Rise Ecologically and Biologically Significant Area (EBSA) to a LSMPA through a structured stakeholder engagement process, zoning, management planning, and legal designation by September 2026.
2. **MPA Governance**: Stand up an FMA1 Management Office by September 2026 and develop institutional and technical capacity in governing FMA1, including management of the existing coastal MPAs and the proposed LSMPA.
3. **Monitoring and Surveillance**: Develop monitoring, control, and surveillance capabilities for the FMA1 Management that will benefit existing coastal MPAs and new offshore LSMPA.
4. **Sustainable Financing**: Assess sustainable finance options for the long-term management of the offshore LSMPA by June 2025. A potential Phase 2 engagement will be developed upon legal designation of the Philippine Rise LSMPA focusing on advancing the implementation of the selected sustainable finance model.

**Purpose of the Role**

The successful applicant will be based in ZSL Philippines Tuguegarao Field Office with corresponding fieldwork and travel to project sites in Cagayan, Isabela, Aurora and Quezon. S/He will work directly with ZSL Philippines Country Director and ZSL UK scientific and technical experts, who will provide guidance and overall direction relative to project strategy, approaches and methodologies relative to planning, implementation, monitoring, evaluation and learning. In coordination with the DA-BFAR, FMA 1 MB, BNA, and ZSL Philippines Senior Management Team, s/he will develop strategies and approaches, and will manage the project team in implementing the approved workplan and budgets to ensure accomplishment of project goals, and objectives.

**Key responsibilities**

**Project Management**

Following ZSL Philippines’ Project Scope of Work (SOW) s/he will:

1. Lead in developing annual work plans aligned with the overall multi-year project plan and ensure annual project targets are integrated into individual staff annual objectives and monthly work plans.
2. Lead in project implementation and ensure compliance of deliverables based on approved annual plans and SOW. Specifically, s/he will lead in setting project workplans and calendar of activities, and coordinating fieldwork and project activities.
3. Lead and organize periodic project reviews within ZSL Philippines team to assess project progress, identify facilitating and hindering factors, draw out lessons, and propose adjustments and measures to improve effectiveness and efficiency of project implementation and budget management.
4. Work closely with DA-BFAR, FMA 1 MB, stakeholders, and other partners on strategic planning and direction setting, project implementation, monitoring, and reporting.
5. Oversee and manage the contracts of sub-grantees and ensure their compliance to approved workplans and budgets including donor and ZSL narrative and financial reporting processes and requirements.
6. **Team Management and Supervision**

Develop and implement a system of monitoring and reporting progress of individual work plans as basis for planning and organizing technical support, staff coaching and mentoring.

Supervise the performance of individual project team members and conduct quarterly performance evaluation and feedback.

1. **Grant Management**

Ensure that grant budget to implement the approved SOW/Workplan is spent effectively and efficiently and managed in accordance with ZSL and BNA’s financial policies and guidelines in collaboration and support of ZSL’s Finance and Administrative Unit in country and in the UK.

1. **Information and Dissemination**

Coordinate with DA-BFAR, FMA 1 MB and BNA in the development of knowledge products for use within the project and government and community partners.

**General ZSL-Philippines Operations and Management**

1. Develop and maintain good working relationships with ZSL in-country staff and international staff using tact and diplomacy as appropriate.
2. Ensure safekeeping and good use of ZSL’s field and office equipment, and optimal utilization of supplies and materials while in the project.
3. Ensure all activities and procedures follow and comply with ZSL policies, i.e., health and safety, finance and administrative, human resources and communications, equality of opportunity and inclusivity, and dissemination of ZSL policies to project staff as necessary.
4. In collaboration with the project team and other ZSL Philippines project teams, participate in essential activities for the completion of project outputs such as fieldwork, meetings, workshops, and trainings, as consulted with ZSL line manager and without forgoing of main project responsibilities.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

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| Experience | |
| Essential | * A bachelor’s degree in conservation, environmental/coastal/natural resource management, fisheries, development, environmental/social science, or management. * At least more than 5 years of extensive experience in planning, direction setting, implementation, monitoring, and reporting, and budget management preferably on conservation or environmental management projects. * A good grasp of relevant conservation and development issues, and policy environment in the Philippines is desired, particularly around fisheries and coastal and marine sectors. * Good understanding of local government and community dynamics in conservation, environmental or natural resource management settings. * Has managed a team of 5 or more staff with strong planning, team building and mentoring, organisational, interpersonal, communication and presentation skills. * Demonstrated systems and strategic thinking and problem solution skills. * An ability to manage competing priorities and delegate effectively. |
| Desirable | * Master’s degree in Conservation or Project Management is desirable. * Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage. * Knowledge on multi-stakeholder collaboration in conservation settings is desirable. * Demonstrated experience in managing sub-grants/contracts of partners. |
| Knowledge and skills | |
| Essential | * Excellent written and spoken English and Tagalog. * Demonstrated capacity in technical report-writing, fund/budget monitoring and forecasting. * Proven ability to work effectively with teams and senior managers. * Highly computer literate particularly in MS office packages (e.g., Word, Excel, Powerpoint, and MS Teams). |
| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging. * Ability to speak and understand at least one local languages of Northern Luzon (Ilocano) is an advantage. |
| Additional requirements | |
| Essential | * This post will require frequent travels to field sites and partner locations. * This post is a blended role for office and field working. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures |

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| *This job description is designed to outline a range of main duties that may be encountered.*  *It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder to reflect changes in the job or the Society.* |

**Acknowledgement**

I have read and understood the Job Description, and I hereby acknowledge the conditions and responsibilities for the job as stipulated in this Job Description.

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| Job Holder’s Signature over Printed Name |  | Date signed |

*Kindly affix your signature and date signed on each page of the Job Description.*