**National Blue Carbon Action Partnership (NBCAP) Project Manager**

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| **Job grade** |  | **Reports to** | **Edwina Garchitorena** |
| **Directorate** | **Conservation and Policy** | **Function** |  |
| **Contract**  | **Fixed term contract**  | **Location** | **Manila, Philippines** |

**Responsibility for resources**

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| **Direct line reports** | **NA** | **Responsibility for other resources** | **NA** |
| **Financial resources** | **NA** |

**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 a foreign charitable institution registered in UK and holds its primary office in Iloilo City. Over the past 15 years ZSL-Philippines has gained ground in mangrove conservation ranging from in-situ rehabilitation projects, development of science-based planting protocols, reversion of abandoned, unproductive, and underutilized (AUU) fishponds, capacity building of local and national mangrove practitioners, and national policy advocacy on mangrove reversion and restoration of coastal greenbelts. Since 2013 ZSL-Philippines bolstered its work on seahorse conservation and locally managed marine protected areas (MPAs) in the Philippines especially in Danajon Bank, Bohol. MPA work expanded to other parts of the Visayas, and most recently in Siargao islands and Masinloc, Zambales. ZSL-Philippines implements freshwater conservation in northern Luzon particularly protecting the endangered Philippine eels from overexploitation. From 2018, ZSL-Philippines played an active role in the conservation of Palawan pangolins and its habitats, alongst side improvement of communities protecting them. The conservation of the endangered Mindoro tamaraw adds to its programme portfolio in 2023. To date, ZSL-Philippines has 36 staff based in its home and field offices and hubs: Iloilo, Puerto Princesa, Tuguegarao, Siargao, and Masinloc with an annual budget of £200,000 per annum and supported with robust financial, human resources, and health and safety management systems.

**Project Description**

The Blue Carbon Action Partnership (BCAP) was launched at the Our Ocean Conference in March 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions and coordinating, communicating and connecting global stakeholders in blue carbon ecosystems at a global and national scale. The first National BCAP (NBCAP) is in the Philippines, following the establishment of a partnership with the Philippines at the World Economic Forum’s Annual Meeting in Davos in January 2023, reinforced at UNFCCC COP 28 in Dubai in December 2023. The NBCAP Secretariat is a local body that shares the goals of the NBCAP and can legally accommodate the NBCAP Secretariat. A local ZSL office will manage the NBCAP’s finances, enable local staff to be hired, and share responsibility for overseeing the delivery of the NBCAP in an unbiased manner. The NBCAP Secretariat should operate independently of ZSL.

**NBCAP Job Descriptions**

*Overview*

As the NBCAP Manager, the successful applicant will serve as the key liaison between the NBCAP Secretariat and stakeholders, overseeing the organization and facilitation of governance meetings, stakeholder engagements, and representing NBCAP at various events. S/he will also be responsible for managing the NBCAP Secretariat by ensuring the delivery of the project design outputs.

*Key Responsibilities*

**Project Management**

1. Following ZSL Philippines’ Scope of Work (SOW) with World Economic Forum (WEF) s/he will lead in developing annual work plans aligned with the overall NBCAP annual program plan. S/he will ensure ZSL NBCAP annual project targets are integrated into individual staff annual objectives and monthly work plans.
2. Leads in project implementation and ensures compliance of deliverables based on approved annual plans and SOW. Specifically, s/he will lead in setting of project workplans, calendar of activities, and coordinating fieldwork and project activities.
3. Leads and organizes periodic project reviews within the NBCAP project team to assess project progress, identify facilitating and hindering factors, draw out lessons, and propose adjustments and measures to improve the effectiveness and efficiency of project implementation and budget management.
4. Works closely with WEF, DENR-BMB, and the NBCAP Steering Committee relative to strategic planning and direction setting, project implementation, monitoring, and reporting.
5. Renders regular feedback on project implementation to WEF and NBCAP Steering Committee and to ZSL Philippines senior management team (SMT).
6. Leads, oversees, and ensures timely submission of technical reports to WEF, focusing on project outputs and outcomes, and in collaboration with the project team.
7. Develops and maintains good relationships with local government units, relevant government bodies and departments, and other partners and stakeholder groups within the blue carbon space.
8. Identifies strategic investment partners and investment opportunities for blue carbon.

**Team Management and Supervision**

1. Develops and implements a system of monitoring and reporting progress of individual work plans as basis for planning and organizing technical support, staff coaching and mentoring.
2. Supervises the performance of individual project team members and conducts annual performance evaluation and feedback.

**Grant Management**

1. Ensures that grant budget to implement the approved Scope of Work/Work Plan is spent effectively and efficiently and managed in accordance with ZSL and WEF’s financial policies and guidelines.
2. Collaborates with and supports ZSL’s Finance and Administrative Units in country and in UK in the formation and submission of the project’s financial reports/invoices to WEF.
3. Works closely with all relevant units at ZSL Philippines to ensure that appropriate financial and other systems are in place to support the operation and management of the NBCAP Project.

**Information and Dissemination**

1. Coordinates with WEF and DENR-BMB in the development of knowledge products for use within the project and government and community partners.
2. Ensures that information and images supplied for use in WEF project reports and ZSL annual reports and website are appropriate and correct.
3. Support the participation of ZSL-Philippines in conferences, seminars, and other learning-exchange events in local or national platforms.

**General ZSL-Philippines Operations and Management**

1. Develops and maintains 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 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

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| Experience |
| Essential | * A bachelor’s degree in conservation, natural resource management, environmental science, social science, development, or management.
* With 5-8 years of experience in project management in conservation, natural resource management (NRM), or development settings.
* Extensive experience in planning, direction setting, implementation, monitoring, and reporting, and budget management preferably on conservation projects.
* A good grasp of relevant conservation and development issues, and policy environment in the Philippines is desired, particularly around forestry and coastal and marine sectors.
* Good understanding of local government and community dynamics in conservation/NRM settings.
* Strong planning, team building and mentoring, organisational, interpersonal, communication, facilitation and presentation skills.
* Demonstrated systems and strategic thinking and problem solution skills.
* An ability to manage competing priorities and delegate effectively.
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| 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 of multi-stakeholder collaboration in conservation settings is desirable.
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| 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).
* Strong demonstrable facilitation skills, especially in top level management discussion.
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
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| Additional requirements |
| Essential | * 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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