Subject: Vacancies within ISSG
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Dear Aliens-L readers

Below are two positions currently available within ISSG.

Apologies for the short notice -- as applications need to be with us by 16 August.

PROGRAMME SUPPORT OFFICER,

PACIFIC PROGRAMME
OF THE
COOPERATIVE ISLANDS INITIATIVE

JOB DESCRIPTION

Purpose of the position

The recently-established Pacific Programme of the Cooperative Islands Initiative (PP-CII) is an exciting new venture aimed at building capacity in the Pacific to effectively meet the challenges posed by invasive alien species [Attachment 1]. The Programme Support Officer position has been created at the University of Auckland (Tamaki campus) to provide administrative and technical support to the programme’s coordinator, and to other PP-CII staff. The main aims are to ensure that the PP-CII is administered in line with sound business practices, and to facilitate effective communication between partners and collaborators. A secondary aim is to provide technical support to individual PP-CII projects.

Location

The Programme Support Officer will be based at the University of Auckland (Tamaki campus) in the Headquarters of the Invasive Species Specialist Group (of the World Conservation Union).

Appointment

This is a 12 month fixed-term contract position with potential for renewal based on performance assessments. It is our intention to fill this position as soon as possible.

Responsibilities

- Financial management: prepare, oversee and report on programme budgets. Maintain project accounts
- Programme management: oversee the preparation of project proposals, plans and reports and maintain PP-CII records
- Liaison: facilitate communication and support PP-CII networks
- Technical inputs: provide technical inputs to individual PP-CII projects, as required
- Other roles and tasks: provide other administrative and technical services, as required.

Reporting
The Programme Support Officer will report to the Coordinator of the PP-CII.

Required competencies
- High level of competence in financial management procedures
- Experience in managing complex projects and programmes
- Computer literate especially WORD and EXCEL
- Excellent written and oral communication skills
- A degree in a science is desirable
- Some familiarity with global invasive alien species issues and a commitment to biodiversity conservation would be an advantage

Personal attributes
We are looking for someone to join the ISSG team who has highly-developed management and administration skills, as well as a strong interest in conservation. Particular personal attributes you will need are:
- Self-motivated
- A team player
- Well organised
- Creative
- Reliable

Remuneration
Remuneration will be negotiated based on University of Auckland rates (Level 4, general staff).

Note
This position is only open to persons who are legally able to work in New Zealand.

Applications, including a CV, a covering letter, and the names of two referees should be sent by email to Carola Warner at c.warner@auckland.ac.nz or by fax to +64 9 373 7042.
Location
The Programme Manager will be based at the ISSG office located on the Tamaki Campus of the University of Auckland, Auckland, New Zealand.

Appointment
This is a temporary contract position (up to 6 months) to cover the leave of the permanent Programme Manager.

Responsibilities
• Day to day management of the Programme.
• Oversee the development and roll out of the Programme implementation plan
• Liaise with programme stakeholders to facilitate communication and support PP-CII networks
• Provide technical inputs to individual PP-CII projects.
• Joint responsibility with Programme Co-ordinator to secure further funding for individual PP-CII projects and long term sustainability of the programme.
• Raising awareness and promoting the Programme to relevant groups including the wider scientific community, international funding bodies and the public.

Reporting
The Programme Manager will report to the Programme Coordinator of the PP-CII.

Required competencies
- Knowledge global invasive alien species issues and a commitment to biodiversity conservation, particularly on islands.
- Demonstrable experience in managing complex projects and programmes
- Proven ability in networking and liaising at all levels.
- Awareness of cultural values and experience of working with diverse range of communities.
- Previous experience in working in the South Pacific highly desirable.
- Excellent written and oral communication skills
- Tertiary qualification in an environmental/conservation subject would be an advantage.

Personal attributes
We are looking for someone to join the ISSG team who has highly-developed management skills, as well as a strong interest in conservation. Particular personal attributes you will need are:
- Self-motivated
- Initiative
- A team player
- Well organised
- Creative
- Reliable

Remuneration
Remuneration will be negotiated based on University of Auckland academic staff rates.

Note
This position is only open to persons who are legally able to work in New Zealand.

Applications, including a CV, a covering letter, and the names of two referees should be sent by email to Carola Warner at c.warner@auckland.ac.nz or by fax to +64 9 373 7042.

Append: Summary of PP-CII.