Micronesia Challenge Regional Coordinator Terms of Reference

The jurisdictions representing the Micronesia Challenge (Commonwealth of the Northern Mariana Islands [CNMI], Federated States of Micronesia [FSM], Territory of Guam, Republic of the Marshall Islands, and the Republic of Palau) are seeking candidates for the new position of the Regional Coordinator for the Micronesia Challenge - a shared commitment to effectively conserve at least 30% near-shore marine resources and 20% terrestrial resources across Micronesia by the year 2020.

The Coordinator will be guided by the Micronesia Challenge Steering Committee comprised of focal points representing each of the Micronesia Challenge jurisdictions, a representative of the Micronesia Challenge Support Team and a representative of the Micronesia Challenge endowment. He/she will report to the Steering Committee through the Chair and provide advice and support to all implementing parties in accordance with annual work plans approved by the Steering Committee. The position will be located in the Republic of Palau.

MINIMUM QUALIFICATIONS:
1. Bachelor's Degree in natural resources management, environmental sciences, planning, social science or policy (with an emphasis on their application to natural resources), or a closely related discipline, with at least five years of successful applied work experience or any equivalent combination of education, experience and training which provides the minimum knowledge, abilities, and skills desired.
2. Demonstrated coordination, communications and organizational development skills.
3. Skills in fundraising and financial planning are highly desirable.
4. Strong written and oral communication skills and experience with report writing.
5. Proven ability to work effectively with a wide range of people from diverse cultural backgrounds and positions (e.g. government agencies, non-governmental organizations and community groups) with sensitivity and appreciation for the diverse interests and values of others.
6. Understanding of and relevant experience in the culture of the region.
7. Strong computer skills including a proficiency in Microsoft Word, Excel, PowerPoint, Publisher, and Access.
8. Demonstrated project management and facilitation skills, ability to complete tasks in a timely fashion, defining goals and deliverables, assembling and motivating teams, managing team assignments, scheduling, budgeting, tracking progress and milestones, and delivering products.
9. Willingness to travel frequently throughout Micronesia and in the larger Pacific region and occasionally to Asia, Europe and the USA. Flexibility in working schedule, including willingness to travel overseas, often for several weeks at a time, on short notice, and on weekends.

DUTIES:
The Micronesia Challenge Coordinator, through agreed annual work plans,
will assist the Micronesia Challenge Focal Points to:
A. Consolidate key regional messages and develop a regional communication protocol.
B. Develop, schedule and conduct regional activities in support of the Challenge, including identifying and coordinating multi-jurisdictional participation in regional and international fora.
C. Identify and recommend ways to strengthen human resource capacity to implement the Challenge.
D. Identify sustainable financing opportunities and coordinate regional and international fundraising efforts for the Challenge.
E. Coordinate with local, regional and international technical assistance partners and enlist their assistance in support of the Challenge.
F. Collate specific country/entity projects and common regional needs and where authorized, represent these to international donors and financial and technical assistance agencies.
G. Circulate lessons learned and best practices from other similar efforts to implementing partner agencies.
H. Monitor, evaluate, and report on agreed Challenge milestones and deliverables on a regional level.

The Coordinator will provide administrative and financial management for the Steering Committee. This will include annual budget development and management, income and expense reporting, and quarterly and annual narrative reports. Accounting support will be provided, pending funding. He/She will develop annual work plans for consideration and adoption by the Steering Committee.

WORK PLANNING AND REVIEW:
A work plan will be developed by the Coordinator and will be approved by the Steering Committee on an annual basis. Progress will be formally reviewed on a semi-annual basis at regular meetings of the Steering Committee.

TERM:
3 year renewable with a 6 month probationary period.

PREPARATION AND SUBMISSION OF APPLICATION
All applicants must submit the following:
1) A cover letter
2) Resume
3) 3 letters of references

Applications may be emailed to Mr. Bill Raynor, Chair of the Micronesia Challenge Regional Support Team at braynor@tnc.org. We strongly encourage and would prefer email, but will accept faxed or mailed applications. If email or fax is not available please mail applications to:
Bill Raynor
The Nature Conservancy Micronesia Program
P.O. Box 216
Ko1onia, Pohnpei FM 96941
Tel: (691) 320-4267
APPLICATIONS ARE DUE By: COB Wednesday, 25 June 2008

EVALUATIONS AND SELECTION OF APPLICANTS
Candidates will be evaluated by the Micronesia Challenge Steering Committee based on their cover letters, resumes, and letters of reference. Top candidates may be interviewed by the Steering Committee.