Job Opening

Title: Conservation Program Manager (CMP)

Closing Date: September 3, 2010

Summary of Responsibilities
Under the supervision of the Deputy Executive Director (DED), the CPM is responsible for the overall management of the Micronesia Conservation Trust (MCT) Conservation Program from program development, financial and technical reporting, to resource mobilization, knowledge management and partnership development. This includes the effective management of the full MCT Conservation Grant portfolio, including advised funds, intermediary grant-making, In Lieu Fee Program, invasive species network support and pass-through grants. Tasks include program strategy development, individual project concept design, technical support to MCT grantees and other partners, monitoring and evaluation - to ensure compliance with the overall approved MCT grant-making strategy and policies, Operations Manual, MCT standards, and advised fund agreements. The CPM will also supervise the Conservation Program staff, including making grant and project assignments and conducting performance evaluations.

Specific Responsibilities (include but are not limited to):

* Direct and advise the development of a formal MCT Grant-Making Strategy for approval by the Board of Trustees.
* Set annual performance parameters and objectives for MCT’s Conservation Program and funds portfolio, assess the performance and provide recommendations.
* Ensure the maintenance and management of MCT Conservation Program records and files including grantee projects, donor files and other related documents.
* Issue and implement Calls for Proposals as agreed with the Executive Secretariat.
* Responsible for monitoring the implementation of approved projects including gathering and compilation of monitoring and evaluation data from MCT funded projects and distill best practices and facilitate their dissemination to counterparts and partners.
* Responsibility for relations with the Grants Technical Committee, and ensuring the swift assessment of concept papers and full proposals.
* Seek out and identify contacts of mutual interest to MCT and grantees and assist with networking, including identifying learning exchange opportunities, potential donors and technical assistance resources.
* Build strategic partnerships with conservation and other partners,
such as donors, foundations, private sector and civil society, in Micronesia and internationally to promote MCT and mobilize resources.

* In collaboration with the MCT Capacity-Building unit, assess the staff and organizational needs of MCT partners and grantees and participate in the development and delivery of capacity-building activities.

The Micronesia Challenge

* Coordinate the MCT Regional and National Conservation Programs and the MC advised funds and provide necessary guidance and coaching to program staff and coordinate closely with the MC coordinator and Focal Point persons of the participating Jurisdictions, and with MCT as appropriate.

* Contribute to the review and finalization of the individual MC annual workplans for each participating Jurisdiction, including strategic and/or innovative initiatives to be undertaken/explored, and set delivery and co-financing targets.

* Actively engage in identification of opportunities and areas eligible for MC Advised Fund support, and mobilize resources from the Jurisdictions Governments, donors and other partners to best leverage the MC Advised Fund resources.

* Ensure the effective management of the MCT Micronesia Challenge (MC) Advised Fund(s) portfolio.

* Support to the Micronesia Challenge "in country" delivery mechanisms in (i) reviewing proposals based on adherence to pre-established MC procedures; (ii) reviewing and pre-appraising type of projects prior to their approval by the appropriate approval body; and (iii) work with the MC Coordinator to design criteria, guidelines and indicators in line with donors' criteria for monitoring and evaluation and work with MC Coordinator to supervise the compilation of Monitoring and Evaluation data from MC projects in the region.

* Work with MC Coordinator in building strategic partnerships with development partners, such as donors, foundations, private sector and civil society, to promote MC and mobilize resources.

* Contribute to MC and MCT's efforts to develop effective MC national, regional and global networks for technical support and knowledge management, within the MCT MC Advised Fund(s) program and with external institutions, including academia.

Qualifications

Education: Advanced university degree in environmental fields, Environmental Economics, Program and/or NGO Management, Business Administration or similar field.

Experience: At least 5 years of relevant experience in conservation work, which should include program management and the supervision employees, including performance evaluation.
Management Skills: Excellent analytical and writing skills, teamwork and people management skills, communication and interpersonal skills and good negotiation and problem-solving skills.
Language: Fluency in English and fluency in at least one of the Micronesia vernacular languages preferred fluency in one or more the official languages of the United Nations is also desirable.
IT Skills: Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)

Salary and Benefits

US$39,370 negotiable depending upon qualifications. MCT does not provide relocation, housing or repatriation expenses. MCT covers the employer portion of the FSM National health insurance basic plan.

To Apply:
Please provide:

* Letter of Interest
* Resume
* 3 Letters of Reference

Submit to:
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(electronic submissions encouraged)