PALAU CONSERVATION SOCIETY

KOROR, PALAU

Vacancy Announcements:

1. MANAGEMENT PLANNING COORDINATOR

2. CAPACITY BUILDING COORDINATOR

1. Position: Management Planning Coordinator
Location: Palau Conservation Society, Koror, Palau

Job purpose

The Management Planning Coordinator will coordinate and facilitate community-based management planning for protected areas and states in Palau. The Coordinator will help state governments and community-based planning teams brainstorm vision, goals, objectives, actions, and budgets, and help them to write their Management Plans so as to effectively conserve natural resources and biodiversity. The Coordinator will help build capacity in the states to allow them to be members of the Protected Areas Network (PAN). The Coordinator will be responsible for working as part of a team to implement comprehensive biodiversity conservation actions, including larger scale land use planning and education and outreach.

About the job and PCS

This job is one of four permanent positions in the Conservation and Protected Areas (C&PA) Program at the Palau Conservation Society. The Management Planning Coordinator will work closely with the Capacity Building Coordinator to ensure that communities and state resource personnel have the skills necessary to carry out activities identified in the resulting management plans. PCS loosely follows the PIMPAC process of planning, but adjusts it to community needs. The Management Planning Coordinator will work with the Wildlife Health Coordinator to ensure that management actions for species that traverse protected areas borders are included in management plans. These three positions are supervised by the Director of the C&PA Program, who manages associated grant funds and political liaisons. The C&PA Program prioritizes community-based action, but works closely with PCS’s Policy and Planning Program on state and national policies and PCS’s Education and Outreach Program on targeted and public awareness. Learn more about PCS and read our 2010-2015 Strategic Plan at www.palau-pcs.org.

Duties and Responsibilities

• Advocate for management planning among communities and policy makers
• Establish community-specific planning frameworks
• Communicate with state leaders to raise awareness about planning and PAN
• Conduct stakeholder analyses and work with leaders to establish planning teams
• Build community capacity for planning and preparation of management plans, through informal mentoring and formal training

• Collect information from communities and technical partners, including through socioeconomic surveys and field work, and by working with planning teams

• Coordinate and facilitate meetings

• Compile information into draft management plans, for both terrestrial and marine protected areas

• Seek approval and/or peer review of management plans

• Monitor, evaluate, and update annual work plans associated with management plans, through community-based participatory methods

• Integrate management plans into land use plans

• Assist with preparation of PCS reports and educational materials (10%)

• Assist with general PCS fundraising and organizational activities (15%)

Qualifications

Minimum

• Fluency in Palauan and English, including reading and writing

• Bachelors Degree in the natural or social sciences, writing, or facilitation/negotiation

• At least 2 years of work or volunteer experience in conservation, particularly working with communities or groups of diverse stakeholders

• Ability, comfort, and speed in writing

• Ability to objectively facilitate meetings, handle conflict, and bring groups to consensus

• Ability to communicate complex issues clearly

• Able to work flexible hours, including regular evening hours (1-3 times per week)

Preferred

• Knowledge of planning processes (Strategic, Work, Project) or tools, such as PIMPAC, LMMA, and SemPacific

• Basic computer skills

• Some knowledge of budgeting

Working Conditions
The job requires regular evening work (1-3 nights per week), some weekend work (1-2 days per month), and overnight work (1-2 days per month).

Salary Range: $18,000 to $23,000 per annum

Directions for Applying: Clearly indicate the position to which you are applying. Mail, deliver, or email cover letter, resume, name and contact information (telephone and email) for three references, a writing sample, and list of relevant coursework, to:

Mr. Elbuchi Sadang
Executive Director
Palau Conservation Society
Bai Ra Maibrel
PO Box 1811
Koror, Palau 96940
Fax: +680 488-3990
Email: PCS.Positions@gmail.com

Email applications are encouraged. Inquiries may be addressed to Ms. Anu Gupta at 488-3993 or PCS.Positions@gmail.com.

Closing date: December 10, 2010

2. Vacancy Announcement

Position: Capacity Building Coordinator
Location: Palau Conservation Society (PCS), Koror, Palau

Job purpose

The Capacity Building Coordinator will develop and implement training programs and opportunities to help Palauan communities effectively conserve natural resources and biodiversity. In 2011, particular emphasis will be placed on development of a Conservation Officer Training Program. The Capacity Building Coordinator will also be responsible for assisting and coordinating assistance for states and communities to implement conservation and management actions in the field, in a manner so as to build community capacity to implement their own actions in the future. The Coordinator will help build capacity in the states to ensure them continued membership in the Protected Areas Network (PAN). The Coordinator will be responsible for working as part of a team to implement comprehensive biodiversity conservation actions, including management planning, land use planning and education and outreach.
About the job and PCS

This job is one of four permanent positions in the Conservation and Protected Areas (C&PA) Program at the Palau Conservation Society. The Capacity Building Coordinator will work closely with the Management Planning Coordinator to ensure that communities and state resource personnel have the skills and tools necessary to carry out activities identified in community-based management plans. The Capacity Building Coordinator will work with the Wildlife Health Coordinator to build capacity to manage species that traverse protected areas borders. These three positions are supervised by the Director of the C&PA Program, who manages associated grant funds and political liaisons. The C&PA Program prioritizes community-based action, but works closely with PCS’s Policy and Planning Program on state and national policies and PCS’s Education and Outreach Program on targeted and public awareness. Learn more about PCS and read our 2010-2015 Strategic Plan at www.palau-pcs.org.

Duties and Responsibilities

- Develop process, content, and materials for a Conservation Officer Training Program, including options under different budgeting scenarios
- Work closely with LMMA and other partners on all aspects of training programs, for both terrestrial and marine conservation
- Develop and implement programs, workshops, courses, and one-on-one mentoring opportunities
- Train groups and individuals in conservation techniques
- Identify and ensure participation in programs and application of new skills in the field
- Assist with implementation of field-based conservation and management actions
- Conduct regular community meetings and outreach
- Conduct thorough project planning, including identification of resources
- Monitor and evaluate project implementation and training programs
- Assist with preparation and reporting on relevant grants
- Assist with preparation of PCS reports and educational materials (10%)
- Assist with general PCS fundraising and organizational activities (15%)

Qualifications

Minimum

- Bachelors Degree in the natural sciences
- At least 2 years of work or volunteer experience in conservation
• Teaching or mentoring skills
• Excellent communication skills, including presentation and public speaking abilities
• Experience with project planning and implementation
• Ability to work in the field in harsh conditions
• Basic computer skills
• Some knowledge of budgeting
• Able to work flexible hours, including regular evening hours (1-3 times per week)

Preferred
• Fluency in Palauan and English
• Ecotourism and/or Enforcement experience
• Successful community engagement experience

Working Conditions

The job requires regular field work, evening work (1-3 nights per week), some weekend work (1-2 days per month), and overnight work (1-2 days per month).

Salary Range: $18,000 to $23,000 per annum

Directions for Applying: Clearly indicate the position to which you are applying. Mail, deliver, or email cover letter, resume, name and contact information (telephone and email) for three references, and list of relevant coursework, to:

Mr. Elbuchel Sadang
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