

JOB OPENING

TITLE: Capacity-Building Program Manager (CBPM)

CLOSING DATE: February 21, 2012

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Deputy Executive Director (DED), the CBPM is responsible for the overall management of the Micronesia Conservation Trust (MCT) Capacity-Building 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 Capacity-Building portfolio, including existing learning networks including Micronesians in Island Conservation (MIC) and the Pacific Islands Managed and Protected Areas Community (PIMPAC), internship programs (MC Young Champions) as well as future and proposed fellowships, internships and other capacity-building initiatives. Tasks include program strategy development, individual project/initiative concept design and technical support to MCT grantees and other partners.

SPECIFIC RESPONSIBILITIES

Program Management and Administration

- Set annual performance parameters and learning objectives for MCT's Capacity-Building program and funds portfolio, assess the performance and provide recommendations.
- Management of the annual MCT Capacity-Building related Advised Fund(s) allocations and indirect grant-making, maintenance of the financial integrity of the MCT Capacity-Building Program to ensure the most effective use of MCT's Capacity-Building Program resources.
- Ensure the maintenance and management of MCT Capacity-Building Program records and files including donor files and other related documents.

Partnership, Coordination and Other

- Organize MIC/PIMPAC retreats, meetings, learning exchanges, facilitated self-assessments, training and capacity building events, and provide follow-up for evaluation and reinforcement.
- Raise funds for the networks and/or other specific projects and programs (internships, fellowships etc.) by writing proposals, negotiating with bilateral and multilateral agencies and cultivating donors as needed.
- Collaborate with other regional programs/initiatives to provide and extract useful lessons and experiences, and coordinate on joint functional initiatives. This includes the Micronesia Challenge Support Team, and the Locally Marine Managed Areas Network (LMMA). Particularly, s/he will explore opportunities for collaboration among MIC and PIMPAC activities where they can meet shared goals.
- Responsible for maintaining all documents relevant to MIC/PIMPAC and any other capacity-building activities carried out through MCT, including budgets, financial administration systems, contracts, workplans, and training materials. For PIMPAC s/he is responsible for communicating with the PIMPAC co-coordinator at NOAA regarding budgets and finance.
- Responsible for coordinating PIMPAC/MIC funding and other technical support to the Micronesia Challenge Regional office for the development and implementation of the Micronesia Challenge internship program.
- Partner and coordinate with appropriate resource agencies/organizations/individuals to provide capacity building and technical assistance to carry out PIMPAC and/or MIC support activities such as organizational development planning, management planning, and technical assistance in priority focus areas (e.g. community engagement, monitoring, enforcement, etc.). This work may include development of work plans with jurisdictional teams to identify capacity needs and coordination with appropriate consultants to implement capacity building needs on community engagement activities, development of management plans, enforcement training and community based socio-economic and biological monitoring.
- Dissemination and development of communications materials for websites, reports, newsletters, list-serves, etc.
- Implementation of MIC and PIMPAC retreats and meetings with respective partners
- Development of PIMPAC annual work-plans for Freely Associated States identifying capacity needs and mechanisms and timeline for providing support

- MIC and PIMPAC annual budget development, contract development and implementation for technical assistance activities that support MIC and PIMPAC objectives
- Prepares and monitors Capacity-Building program budgets.
- Responsible and accountable for meeting strategic/financial goals and objectives.
- Solicit program support through clear written communications, including proposal writing and other written materials.
- Responsible for the development and maintenance of a database of technical experts and resource people both within the region and outside of it available to MCT partners and grantees.
- Works closely with the MCT Conservation Program Manager to ensure the effective coordination and harmonization of the programs' priorities and activities and for the successful implementation of MCT Strategic Action Plan and Grant-Making Strategy.

QUALIFICATIONS:

- Bachelor's degree in human resource development (preferred) or natural resource management (or related field) and 3-5 years' experience in the functional field, or equivalent.
- Ability to set objectives, manage multiple priorities and independently complete tasks within assigned time frames.
- Experience organizing meeting or events remotely, including arrangements for air travel, accommodations, meeting venues, meals, receptions and other logistics.
- Ability to plan, administer and record results of work-team meetings and activities.
- Ability to coordinate project information from a number of sources to create reports and maintain good program records and files.
- Strong administrative skills, attention to details and numerical ability.
- Working knowledge of Microsoft Office suite.
- Excellent communications in English.
- Ability to communicate professionally with a wide variety of people of different cultures to develop, negotiate and/or implement functional programs.

- Ability to work cooperatively often under pressure to complete project work and achieve goals.
- Strong communications and presentation skills
- Work in partnership with other organizations in a collaborative and advisory capacity.
- Willingness to travel 25-40% of time.
- Work requires only minor physical exertion and/or physical strain.

TRAVEL

- Domestic and International travel is required to perform certain tasks. All travel costs will be paid by MCT.
- The coordinator will spend significant time on travel for the project (approximately 6-8 regional site visits). The coordinator will follow MCT policies and procedure for travel. Additionally, travel expenses and reports should be shared with NOAA regarding PIMPAC activities.

SALARY AND BENEFITS:

Salary: \$32,000-\$35,000 per annum depending upon qualifications, with opportunity for advancement based on performance. 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

Three letters of reference

Send to:

Lisa Andon

Deputy Executive Director

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electronic submissions preferred