

N° **002** / 2023 / FCWC-CPCO / SG

JOB VACANCY ANNOUNCEMENT.

As part of the implementation of its 2021-2030 Strategic Action Plan (SAP), the Fisheries Committee for the Central West Gulf of Guinea (FCWC) has partnered with the International Union for Conservation of Nature and its resources (IUCN) to secure funding from the World Bank's Global Environment Facility (GEF) for the achievement of the project **"Utilization of marine spatial planning in the Gulf of Guinea for the implementation of payment for ecosystem services and nature-based coastal solutions."** This project, scheduled to run for a duration of three (3) years from 2024 to 2026, aims to strengthen cooperation and transboundary management of coastal and marine resources and associated ecosystems to enhance food security, resilience to climate change, and sustainable livelihoods in the FCWC region.

Four (04) components will be implemented to achieve this development objective, namely:

- Component 1: Marine spatial planning.
- Component 2: Payment for ecosystem services.
- Component 3: Coastal and marine solutions based on nature.
- Component 4: Project management and coordination.

As part of the establishment of the Project's Regional Coordination Unit (RCU), the FCWC General Secretariat is launching a recruitment notice to fill the following positions:

A. JOB DESCRIPTION

1. PROJECT COORDINATOR

1.1. Hierarchical dependence and main responsibilities

The Project's Regional Coordination Unit (RCU) Coordinator is responsible for the overall implementation of the project, and is recruited on a competitive basis. He is based at the FCWC Headquarters in Tema (Ghana), attached to the FCWC Secretariat, and is responsible to IUCN, FCWC and GEF for the overall implementation of the project, ensuring that it is carried out in accordance with the terms and conditions specified in the Grant Implementation Agreement. He is the main contact for IUCN and FCWC for all matters relating to the Project. He is bound by a performance contract with the FCWC, which supervises the project.

In this role, the Coordinator will be responsible for:

i. Understand the project's purpose, constraints and particularities.

- Understand how objectives relate to the realities of the project environment;
- align project components and activities to achieve objectives;
- lead the process of sustaining activities and achievements through a participatory approach.

ii. Establish and organize the project's execution mechanism.

- Operationalize the Regional Coordination Unit (RCU) of the Project.
- Motivate staff to work towards achieving project results.
- Ensure discipline and maintain the project's positive image.
- Foster collaboration between the project's supervisory authority and focal points in beneficiary countries.
- Represent the Project to the authorities of beneficiary countries and third parties.
- Prepare and participate in the success of project steering committee meetings.
- Establish an effective management system for all staff and agents under the Coordinator's authority.
- Establish effective and constructive synergies with ongoing or upcoming programs and projects.
- Coordinate project activities with consultants, national authorities, and communities.

iii. Plan and budget project activities.

- Coordinate the project's Annual Budgeted Work Plan (ABWP) and the Procurement Plan (PP) development and participate in negotiations for its adoption, ensuring the coherence of the activities to be executed.
- Ensure updating of the project's action schedule.
- Coordinate, control, and monitor all project activities.
- Coordinate activities assigned to different project partners (focal points, private enterprises, consulting firms, etc.).
- Align the Project RCU's activities with those carried out by other donors/NGOs/government bodies.
- Ensure the overall implementation of results-oriented project management, with particular attention to cross-cutting issues (gender, environment, climate change, and youth employment).
- Organize workshops in collaboration with consultants, national partners, and the FCWC.

iv. Manage procurement of goods, works and services.

- Coordinate the process of acquiring goods, works, and services of any nature (tenders, service provision agreements, etc.) in accordance with current procedural rules.
- Transfer infrastructure and equipment management skills to user organizations, determining the means to be implemented (equipment, supervision, training, etc.) to achieve sustainability goals.
- Monitor the execution of contracts and service agreements linking the project to various executing structures.
- Periodically review the level of execution and assess the results.
- Master the procedures for acquiring goods and procurement processes.

v. Ensure transparent and rigorous project management.

- Authorize expenditures; Coordinate the administrative and financial management of the project in close collaboration with the Administrative and Financial Manager (AFM) in accordance with the provisions of the Project Execution Agreement and in compliance with the Bank's procedural rules.
- Make the project's computerized accounting and management system operational.
- Monitor budget execution in line with the project's expected results.
- Initiate and monitor requests for no-objection opinions.

- Regularly verify the application and compliance with administrative, accounting, and financial procedures.
- Ensure the proper use of project assets (office equipment, vehicles, etc.).
- Evaluate the performance of each employee according to their job description.
- Monitor the preparation of quarterly, semi-annual, and annual reports, internal monitoring and evaluation reports, and the Financial Monitoring Report (FMR).
- Arrange for the annual audit of the project's accounts within the deadlines set by donors.
- Promote communication activities related to the project.

v. Provide technical expertise in marine spatial planning, payment for ecosystem services, and nature-based solutions.

- Draft terms of reference for consultants in marine spatial planning, payment for ecosystem services, and nature-based solutions.
- Lead the recruitment of consultants based on qualification and experience criteria.
- Technically oversee the work of consultants in the three thematic areas through meetings and document exchanges, providing technical support.
- Co-organize workshops and meetings in collaboration with consultants, ensuring that the technical content is adequate.
- Review all reports provided by consultants and ensure they meet the project's needs.
- Supervise the technical execution of the project and guide implementation partners in a strategic vision of the project.
- Conduct frequent field visits in collaboration with consultants and national partners to ensure the proper execution of activities.

1.2. Qualifications and Required Skills

Applicants of both sexes meeting the following conditions may apply:

- Candidates must have at least a Bachelor's degree (equivalent to 5 years of higher education) in fisheries management, the environment and rural development (agro-economist, fisheries scientist, ecologist, environmentalist, project manager or equivalent diploma).
- Demonstrate relevant professional experience of at least 15 years in the field of blue economy and the management of coastal and marine ecosystems.
- Have proven knowledge in marine spatial planning, payment for ecosystem services, and nature-based solutions.
- Have proven experience in conducting complex development projects.
- Have a good understanding of public administrations in general and, in particular, regional fisheries organizations.
- Have experience working in NGOs or international organizations.
- Required experience in coordinating a regional project.
- Have a good understanding of procedures of bilateral donors; knowledge of GEF procedures, in particular, is desirable.
- Proficient in computer skills, including Word, Excel, PowerPoint, Outlook, etc.
- Have good physical condition with the ability to travel.
- Perfect command of French or English; mastery of one of the two languages in addition would be an asset.

2. FINANCE AND ADMINISTRATION MANAGER (01 POSITION)

2.1. Hierarchical dependence and main responsibilities

Reporting to the Project Coordinator, the Financial and Administrative Officer is responsible for the administrative, material and financial management of the Project. He/she is based at FCWC Headquarters, with occasional travel throughout the project area. In this capacity, the FAM will be responsible for:

- Coordinating administrative, financial, and accounting work for the entire Project.
- Participating in the development and implementation of the annual work plan and budget (AWPB).
- Jointly signing all financial commitments with the Project Coordinator.
- Developing and managing the cash flow plan.
- Participating in the development of the administrative, accounting, and financial procedures manual of the Project and implementing it.
- Establishing procedures for filing and archiving accounting documents.
- Developing and monitoring the execution of the budget in collaboration with the management team and partners involved in the implementation.
- Organizing the management of human, financial, material, and accounting resources.
- Preparing disbursement requests to IUCN and monitoring disbursements, including the replenishment of working capital, including justification.
- Coordinating and monitoring disbursements to various partners based on established agreements and protocols.
- Participating in the establishment and management of contracts and agreements with Project partners.
- Maintaining analytical and material accounting.
- Preparing annual financial statements.
- Facilitating the realization of annual project audits within the required deadlines.
- Organizing and implementing recommendations made after annual audits.
- Maintaining regular contact with IUCN's specialized departments on personnel, financial management, and Project disbursements.
- Drafting periodic financial management reports.
- Safeguarding the Project's assets.
- Participating in the preparation of periodic reports on Project execution.
- Performing any other related tasks that may be assigned by the Coordinator.

2.2. Qualifications and Required Skills

Applicants of both sexes meeting the following conditions may apply:

- Hold a higher education diploma (BAC + 3) in Economics and Management Sciences (accounting, management, banking, finance, control, audit, or any equivalent degree).
- Have at least ten (10) years of professional experience in a similar position, including at least five (5) years in a development project within an international organization.
- Have the ability to set up and rigorously maintain accounting and management tools.

- Master the implementation of accounting principles and methods (general and analytical accounting, and material accounting according to SYSCOHADA), as well as the application of current administrative and tax procedures.
- Have a good command of computer skills, including Word, Excel, Access, management, and accounting software, etc. Mastery of several software programs would be an advantage.
- Have a broad-mindedness, be available to work in a team, and possess listening and dialogue skills.
- Have a good understanding of public administrations in general and, in particular, regional fisheries organizations.
- Have a good understanding of the rules and procedures of bilateral donors; knowledge of World Bank procedures, in particular, is desirable.
- Perfect command of French or English; mastery of one of the two languages in addition would be an asset.

B. SUBMISSION OF APPLICATIONS

Any person interested in one of the positions covered by this job vacancy announcement is invited to submit their application by email to the following address: **jobs@fcwc-fish.org**, with a copy to **avitabisa@fcwc-fish.org**, no later than **Friday, December 29, 2023, at 5:00 PM GMT**.

The application must include:

- A cover letter addressed to the FCWC's Secretary-General.
- A detailed Curriculum Vitae.
- A copy of the required diploma.
- Copies of proof of previous professional experiences.

Note: Only candidates shortlisted will be invited to take part in the interview phase.

Tema, November 29, 2023.



DR. ANTOINE GASTON DJIHINTO
(SECRETARY GENERAL)
--HEAD OF MISSION--