

## **Short-Term Contract to support MPA/LMMA project**

### **Background**

WIOMSA has been providing scientific support for the conservation of marine biodiversity in the WIO region since its establishment in 1993. A key element of its work has been providing support to strengthen the management of the region's MPAs. The organisation has been doing this in many ways, most particularly, since 2000, through the development and implementation of the WIOMSA MPA Management Training Course, the development and implementation of the Western Indian Ocean Certification of MPA Professionals (WIO-COMPAS) programme – still the only programme of its type in the world, the Strategic Adaptive Management (SAM) programme, the initiation of the Western Indian Ocean Marine Protected Areas Professionals Network (WIOMPAN). WIOMSA has also been involved in the development of decision support tools and manuals for the improvement of MPA management such as the MPA Outlook, the MPA tool kit and MPA dashboard.

### **MPA/LMMA project**

WIOMSA is implementing a three-year project with the Blue Nature Alliance to strengthen capacity for marine protected area management through training and professional certification, to support community-led ocean conservation, and to address the impacts of IUU fishing on marine biodiversity in the Western Indian Ocean region.

We are looking for a project assistant for a short-term contract for a duration of 12 months (possible extension) to work on the implementation of the project.

**Start Date:** January 2023.

### **Job descriptions**

The project assistant will help the Project Coordinator with the implementation of the workplan established with the partners. He/she will assist the Project Coordinator in the following roles and responsibilities:

Assist on preparation of contracts and related documentation

- Assist in the preparation of progress reports, ensuring quality, deadlines and submission to the donors.
- Support in the preparation and logistics of project events (flights, accommodation, logistic notes...) for the capacity building and other related events.
- Assist on the implementation of the communication of the project activities, maintaining the digital and online visibility of the project and updating the project website
- Support other ongoing initiatives of the project e.g. coordination of the Western Indian Ocean Marine Protected Areas Network (WIOMPAN) activities.

### **Qualification**

- At least 2 years of experience in environmental management projects or project management.
- Strong communication and presentation skills and an ability to prepare appropriate and timely reports.
- Good knowledge and background especially in the thematic (MPAs/ LMMAs and coastal management) within the Western Indian Ocean region Proven experience in administrative and technical assistance (including planning, implementation, budgeting, and monitoring) of conservation activities
- Editorial ability of proven technical, communication outreach and administrative documents Knowledge of marine conservation areas issues and their linkage with livelihoods and sustainable development issues
- English fluency required; French and/or Portuguese fluency a distinct advantage

- Experience working, coordinating and collaborating with diverse sets of stakeholders – such as local NGOs, government officials, donor representatives and the private sector
- A university degree or equivalent is required, and a master's degree is preferred.
- French fluency required; English fluency a distinct advantage.

**Conditions of employment**

The position is on four short-term contracts that will be renewed if the agreed-upon tasks are completed satisfactorily.

**Fully remote:** Employees work the entirety of their shifts from a location of their choosing

**Applications**

Send your written application and CV to [secretary@wiomsa.org](mailto:secretary@wiomsa.org) with the subject line “**MPA/LMMA Project Assistant**” by the closing date of 31<sup>st</sup> December 2022.

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