



## WWF - Guatemala/Mesoamerica

### JOB DESCRIPTION

Position Title: Marine Conservation Technical Officer  
Location: Belize Field Program Office  
Reports to: Climate Change Officer and Marine Scientist, WWF Guatemala / Mesoamerica  
Start date: September 1<sup>st</sup>, 2018

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#### **I. Background**

WWF is one of the World's largest and most respected independent conservation organizations, with almost 5 million supporters and a global network active in over 100 countries. WWF's mission is to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature, by conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

WWF Guatemala/Mesoamerica furthers the organization's global mission in Guatemala, Belize, Honduras, and regionally in El Salvador, Nicaragua and Costa Rica. Working in partnership with an array of public and private organizations, we execute projects in areas such as wildlife and habitat conservation; coastal-marine management, smart farming, sustainable fishing, water security and climate action, as well as lead other relevant activities that contribute to sustainable management of natural resources.

#### **I. Main Functions**

The Marine Conservation Technical Officer will help to coordinate, execute, monitor and ensure technical aptness of activities related to WWF's Marine Program and key projects in the Belize portion of the Mesoamerican Reef. Specifically, the Officer will assist in all aspects of marine conservation and climate adaptation research initiatives, including species and ecosystem research, marine protected areas effectiveness, climate-smart planning, stakeholder outreach and policy advocacy. He/she is expected to actively engage with the conservation community in Belize, and work with and network with various local and national stakeholders.

#### **II. Major duties and responsibilities**

- Support planning, implementation and monitoring of envisaged project activities in Belize
- Develop periodical work plans and budgets for approval by supervisor
- Coordinate and liaison with government, and non-government stakeholders and line departments in Belize for support in project implementation
- Ensure optimum utilization of project funds and timely delivery of technical and financial deliverables concerning project interventions
- Develop technical progress report for Belize activities, including comprehensive activity reports for major project interventions



- Organize and co-conduct meetings, workshops, seminars with communities, stakeholder, and partners
- Identify sources of data, and collect and compile information to support climate risk and ecosystem service analyses as need requires
- Write and share concept papers/proposals for project replication within the Mesoamerica Region
- Complete any other assignment given by the reporting line to accomplish or contribute to any of the organizational objectives not specified here

### III. Working Relationships

- **Internal:** Under supervision of WWF Guatemala/Mesoamerica's Marine Scientist and Climate Change Officer, work closely with the WWF local and regional teams on knowledge development, sharing, innovation and professional development.
- **External:** Government departments/agencies, conservation partners in the country, local communities, development agencies, donors, grantees, universities, and other relevant scientific organizations at national, regional and international levels.

### IV. Required Skills and Experience

- A graduate (or Bachelor) degree in environmental science, marine science, natural resource management or a related field;
- At least five years relevant working experience with a government or non-government (national or international) organization of high standard and repute;
- At least five years of combined relevant experience in executing/coordinating projects, and in participatory processes and interaction with different stakeholders;
- At least three years of experience in Marine Protected Areas management;
- Solid understanding of climate change and climate-smart environmental management;
- Computer literate (capable of using MS Office packages);
- Strong inter and intra personal communication skills;
- English and Spanish proficiency is a must;
- Strong communication skills including: technical report writing, meeting facilitation and presentation creation;
- Willingness to travel frequently to project sites;
- Work efficiently under pressure to meet specified deadlines.
- Comfortable working as part of a team and independently to set and achieve goals and is driven personally to measure success and find opportunities for improvement.

#### How to Apply:

Interested candidates must submit CV, a letter summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of ID, salary history and salary expectation for this position and two labor references as a single PDF document with the file name as follows:

**LastName\_FirstName\_MarineConservationTechnical OfficerApplication.pdf** to Geraldina Herrera (gherrera@wwfca.org) and cc. Nadia Bood (nbood@wwfca.org)

**Application Due Date:** Friday, August 10th, 2018

We thank all applicants for their time and interest, however only short-listed applicants will be contacted.