



## **The NGO Caribaea Initiative is seeking a Programme Director (M/F)**

The Caribaea Initiative develops activities to study and conserve biodiversity in the insular Caribbean, particularly ones that strengthen local expertise. Its work entails scientific research, university training, education in schools, knowledge transfer, and international cooperation.

The Caribaea Initiative's scientific and educational strategy is embodied in several programmes that correspond to our priority areas and themes. These programmes are intended to cover the essential aspects of our activities and to promote coordinated activities around targeted themes. Our aim is to optimally programme our research and training activities around clearly defined and agreed upon priorities, and to create synergies between our research and training activities.

The position is based in the insular Caribbean, mainly in Guadeloupe (at least 50% of the time) and secondarily in the Dominican Republic, with regular missions to other countries and territories in the Greater and Lesser Antilles.

The Programme Director will report to the President. He/she will work in close contact with the President and the Scientific Council, and in consultation with the project managers and project leaders via, in particular, a programme steering committee. He/she will be in charge of the following activities:

- Local coordination and support for students on scientific and logistical concerns;
- Setting up a monitoring system for national, regional, and international calls for tenders;
- Coordinating the response to calls for tenders with the different actors and partners;
- Developing original projects in restoration ecology related to the threatened ecosystems of the insular Caribbean;
- Following up on projects and various deliverables;
- Following up on partnership agreements, involving the production of regular progress reports with recommendations for the President;
- Fundraising, in coordination with the Board of Directors and various consultants;
- Budgetary oversight, in particular with support from the Administrative, Analytical and Strategic Secretary;
- Maintaining institutional relations, links with government funding agencies;
- Preparing and organizing the Caribaea Initiative's annual conference, in conjunction with the President;
- Adapting the Caribaea Initiative's communication strategy in the different countries where it has activities, contributing to developing its communication strategy based on feedback.

## Requirements

An engineering degree or doctorate and with 5 to 10 years of experience, particularly in research and/or project management in the field of conservation, with strong national and/or international recognition in your field of expertise. You have substantial knowledge of the insular Caribbean, or have already worked in an island environment or in an intertropical zone.

You must have the following skills:

- ✓ High level scientific and/or technical knowledge, nationally or internationally recognised in the fields of conservation biology or environmental sciences.
- ✓ Good experience in scientific monitoring of complex programmes and/or projects, of European/international research organisations, and international funding application processes;
- ✓ Capacity to analyse and reflect on medium- and long-term strategic issues, in particular to help define a programme roadmap;
- ✓ Ability to understand questions relating to the interface between research and training;
- ✓ Fluent in English, working knowledge of Spanish and/or Caribbean French Creole would be a plus;
- ✓ Ability to create a dynamic team based on leadership, collective intelligence, and impartiality;
- ✓ Interpersonal and listening skills for managing functional and hierarchical relationships;
- ✓ Decision-making capacity;
- ✓ Analytical mind;
- ✓ A taste for challenges;
- ✓ Ability to represent the programme in national and international bodies, but also internally;
- ✓ Excellent writing skills in French and English;
- ✓ Good interpersonal skills to be able to interact with Caribaea Initiative's various employees and partners;
- ✓ Ability to work under pressure and high resistance to stress;
- ✓ Willing to work hard and travel extensively to be able to follow up on projects in the insular Caribbean and internationally.

Type of contract: Open-ended contract

Remuneration: according to your qualifications and experience

Applications can be sent by e-mail to [frank.cezilly@caribaea.org](mailto:frank.cezilly@caribaea.org) until April 15, 2021. Interviews will take place during the month of May for a position starting on July 1, 2021.