



BirdLife South Africa is a partner of BirdLife International, a global partnership of nature conservation organisations.
Member of IUCN (International Union for Conservation of Nature).
Reg No: 001 – 298 NPO
PBO Exemption No: 930004518

Call for expressions of interest Mouse-Free Marion Project Manager

(Independent Service Provider linked to a fixed term-contract)

TERMS OF REFERENCE

BirdLife South Africa seeks expressions of interest for a highly qualified, dedicated and dynamic Project Manager to co-ordinate and implement the Mouse-Free Marion project which aims to eradicate mice from Marion Island, a South African territory renowned for its rich abundance and diversity of seabirds. The planning and implementation of this project is overseen by a collaboration between BirdLife South Africa and the South African Department of Environment, Forestry and Fisheries through various committees including the Mouse-Free Marion Project Management Committee and the Project Steering Committee, and in consultation with various partner organizations and funders.

SCOPE OF WORK

The primary responsibilities of the Mouse-Free Marion Project Manager will include, but not be limited to:

1. Reviewing and refining the Mouse-Free Marion Project and Operational plans and developing subordinate plans (e.g. Communications; Research; Funding; Regulatory Compliance; Health and Safety; Staff Management; Biosecurity; Logistics; Risk Assessment and Management plans).
2. Assisting with the appointment of the necessary project team in terms of an approved organogram, supported by representation from the Project Management Committee (or its delegates), to ensure that all aspects of co-ordination and facilitation of the work of the Project and Operational plans are timeously executed.
3. In consultation with the Project Management Committee, setting clear roles and responsibilities for the project team to ensure attainment of the defined project responsibilities.
4. Supporting the Project Management Committee in the appointment of the Operations Manager, who will be responsible for all aspects of the actual eradication intervention which is proposed for in the winter of 2023.
5. Implementing and managing the Project Plan, with the support of the project team and full engagement with the Operations Manager.
6. Supporting the Operations Manager in the appointment of the eradication team (in consultation with the Project Management Committee) against an approved organogram.
7. Managing all budgetary and procurement aspects, including insurance and legal commitments.

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8. Reporting on progress, as required, to the Project Management Committee, the Project Steering Committee, partner organizations, funders and the Department of Environment, Forestry and Fisheries.

QUALIFYING REQUIREMENTS

1. **A minimum of 10 years' experience in project/business management at a senior level (*please provide verifiable reference to this in your expression of interest*)**
 - a. *High-level project management experience (with control/eradication projects for invasive species, or similar environmental-based projects).*
 - b. *Proven experience of high-level project/business management involving large-scale, complex projects.*
 - c. *Demonstrated ability to develop, initiate and implement project plans under demanding conditions.*
 - d. *Proven experience in managing complex operational projects in challenging environments.*
 - e. *Proven track record of successfully executed projects that can be ascribed to your management and leadership skills.*
2. Outstanding leadership and communication skills. Well-developed relationship-management skills, including communication and problem-solving skills; an ability to communicate effectively with people and organisations in a multi-stakeholder environment.
3. Track record of working collaboratively with diverse groups.
4. Ability to multi-task, problem solve, prioritise and delegate effectively. Flexibility in adverse conditions. Willingness to work long hours.
5. Strong financial management experience.
6. Computer literacy and proficiency in Microsoft Office software.
7. Willingness and ability to travel nationally and internationally, as well as to spend extended periods on a remote island.
8. No criminal record.
9. Valid driver's licence.

ADDED ADVANTAGES

1. Project management experience in island-based invasive mammal eradication.
2. Sound understanding of health and safety requirements, and associated risks.
3. Proven ability to fundraise effectively.
4. A relevant degree or diploma.
5. Well-developed negotiation, facilitation, and conflict-resolution skills.
6. Proficient in project management software.

GENERAL

The Project Manager will report to the Mouse-Free Marion Project Management Committee chaired by the Director: Biosecurity, Department of Environment, Forestry and Fisheries.

Ideally, the contractor should be based in Cape Town, or be willing to relocate.

This is a demanding project, which may involve extensive travel by air and sea.

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The initial contract period will be for 2.5 – 3 years, with a 6-month probation period based on initial progress achieved.

APPLICATION PROCEDURE

Applicants are to submit:

1. A detailed curriculum vitae with three contactable referees.
2. Copies of qualifications.
3. A copy of the applicant's identity/passport document and valid driver's licence.
4. A detailed motivation as to how the applicant sees his/her role in this post.
5. A portfolio detailing previous projects successfully executed.

Please note:

1. All applications will be treated in the strictest confidence.
2. Applicants submitting an expression of interest may be required to attend an interview and be subjected to a verification process.
3. BirdLife South Africa reserves the right not to make an appointment.

Assumption of contract: Latest 1 February 2021.

Closing date for applications: 30 September 2020.

To apply please e-mail your expression of interest to BLSA's HR Manager, Dr Isabel Human, at isabel.human@birdlife.org.za with the subject title **MOUSE-FREE MARION PROJECT MANAGER**.

For further information, contact Dr Alistair McInnes, Seabird Conservation Programme Manager, BirdLife South Africa at alistair.mcinnnes@birdlife.org.za