



TERMS OF REFERENCE

A. GENERAL INFORMATION

Position: Projects Manager

Location: Position based at GMCS Office in Georgetown, Guyana – with missions in the Barima Mora Passage Communities of Aruka, Smiths Creek, Morawhanna and Imbotero in Region 1, North West Guyana.

Starting date

: 1st December 2023

Length: One year (1) with possibility of extension on a year to year basis.

Contractor: Guyana Marine Conservation Society (GMCS)

B. OBJECTIVE

The Projects Manager supports GMCS' delivery and management of all ongoing projects. The Projects Manager supports project management and implementation including planning and execution of activities and events for current projects; project monitoring; learning and adaptive management, including the preparation of donor and other reports; and supervision of staff.

C. BACKGROUND

The Organization: Guyana Marine Conservation Society (GMCS)

In 2000, the Society was formally registered as a non-governmental organization under the Friendly Societies Act of Guyana as the 'Guyana Marine Turtle Conservation Society' (GMTCS). Membership comprised of environmentalists, academia, the private and public sectors and communities. The organization's conservation journey started in the late 1980s with a sea turtle conservation program in indigenous communities to conserve the nesting habitats of four species of endangered sea turtles along the one hundred kilometers of coastline along the Shell Beaches stretching between the Waini and Moruca Rivers. In 2004, GMTCS was identified as the lead organization by the Environmental Protection Agency to spearhead the Shell Beach Protected Area process and this resulted in the area becoming Guyana's only coastal protected area in 2011. Guyana's growing marine and coastal conservation needs, resulted in the organization expanding its mandate in 2014 from its primary focus on sea turtle conservation to other important marine species, their habitats, wider marine and coastal ecosystems and communities. The organization was then renamed the 'Guyana Marine Conservation Society' (GMCS).

D. ROLES AND RESPONSIBILITIES

The Projects Manager shall implement the following tasks:

I. Related to the position

Project Management and Implementation:

- Ensure projects being conducted by GMCS are conducted in accordance with donor agreements.
- Monitor project milestones and deliverables, ensuring documentation is prepared and sent to relevant donors in a timely manner.
- Ensure the periodic collection of data, specific to analytics pertaining to risk management and lessons learnt during the project.
- Coordinate with, and provide the Project Director with, continuous and transparent information on the project implementation.
- Together with the project team, ensure the activities planned are implemented in compliance with the relevant project framework (budget, timeline, expected results, and milestones).
- Support the Project Director in the identification of further collaboration in-country that will ensure the upscaling and sustainability of the project.
- Coordinate with the GMCS team in Regions 4 and 1 to ensure alignment of project activities.
- Coordinate and facilitate local dialogues with Regional partners.
- Facilitate dialogue with stakeholder communities and strategic stakeholders for the exchange of experiences and lessons learned.
- With the support from GMCS Technical Officers ensure compliance with action plans, whilst mitigating risks and ensuring best practices.
- With the support of GMCS Technical Officers and Administrative Manager ensure that project resources are well managed, and their uses are periodically reported for the suitable implementation of activities.
- Harmonize the methodologies and procedures for the implementation of activities related to the project with the support of the Project Director and donors' focal points.
- Assist with the development of terms of references and the selection of consultants and service providers and ensure support for timely delivery of project activities.
- Coordinate, communicate and participate meaningfully with the project team, including ancillary staff and interns, to ensure the transfer of knowledge.

Reporting:

- Prepare, and deliver monthly reports to the Project Director on the implementation and challenges to the workplan which should provide a critical assessment of the achievements compared to the expected results based on a set of defined indicators.
- Together with the Administrative Manager, prepare timely Annual Operating Plans, Procurement and Contracting Plans, Project Status Reports, and any other required reports.

Partnerships:

- Coordinate with project partners and co-financing institutions to ensure consistency and site-specific strategies for community stakeholder engagements.
- Coordinate with project partners and co-financing institutions to ensure co-financing commitments are realized.

- Represent the project, as needed at meetings, workshops, and any other relevant forum.

II. Institutional

As a staff of GMCS, the Projects Manager will have to comply with the organization's policies and therefore:

- Adhere to the GMCS policies and procedures, and especially those relevant to the administrative and financial guidelines.
- Adhere to GMCS and donors' methodologies, templates, and tools for the planning, implementation, reporting, and communication of the projects.
- Participate in relevant internal and external capacity-building sessions which are beneficial.
- Participate in strategic national and international events and share relevant information and contacts with team members.
- Ensure the planning and development of itineraries adhere to GMCS safety policy.
- Ensure project data is of a high quality, accessible to relevant staff and backed-up monthly in an efficient and safe manner.
- Adhere to the Free Prior and Informed Consent (FPIC) processes of indigenous communities and respect the rights of both project staff and all other relevant project stakeholders.
- Ensure that the relevant communication on the projects are aligned to GMCS's vision.

E. QUALIFICATION AND EXPERIENCE

Education:

Master's degree in a related discipline with at least five years of experience in project management.

Professional Experience:

- An Understanding of working in the remote and challenging hinterland of Guyana and preferably that of Region 1.
- Knowledge of indigenous communities' processes and structures.

Skills:

- Strong technical, planning and organizational skills.
- Excellent written and oral communication skills in English.
- Advanced working knowledge of MS Office (Word, PowerPoint, and Excel).
- Team spirit, adaptability, resilience, and good public relations.
- Willingness to participate in challenging conditions of field missions.

F. CONTRACT CHARACTERISTICS

Type of contract: Service provision contract

Working hours: Monday to Friday, 8:00am to 4:00pm

Payment conditions: Upon presentation of a monthly report on the progress of activities and a corresponding invoice, for approval by the Project Director.

The Projects Manager shall have a status that allows for submission of invoices.

The Projects Manager shall be responsible for ascertaining their income tax status, preparing and filing their income tax returns and making the requisite payment of income tax to the Guyana Revenue Authority.

The Projects Manager shall be responsible for their own medical insurance in the event of injury or illness arising during the course of the provision of services under this agreement. GMCS will however provide emergency first aid support and transportation to the nearest suitable public health facility if required.

The Projects Manager will ensure there is no possible conflict of interest by signing consultancy agreements with any other organizations for the duration of their contract.

The Projects Manager shall not disclose, discuss or otherwise impart any confidential matter, information or documents that may come to their knowledge to any third party. Any breach of confidentiality will result in immediate termination and may result in legal action.

G. SUPERVISION OF THE CONTRACT

The Projects Manager will be supervised by the Project Director.

H. DOCUMENTS TO BE ATTACHED

1. Curriculum vitae (CV);
2. Cover letter demonstrating interest, suitability and motivation for the position; and
3. At least two (2) letters of recommendation (one of which must be from a former employer).

Persons interested in applying should send the required documents to the following email:
gmcs.guyana@gmail.com.