



### Terms of reference

**Job title:** BCLME III Project Manager

**Duty Station:** BCC Secretariat, Swakopmund

**Commencement date:** as soon as possible

**Expected duration:** Five years, with no more than nine months of probational. This post will be ceased upon the completion of the project

**Level:** Patterson E3

**Salary notch:** N\$ 1,011,430 – N\$ 1,173,259 [Namibian Dollars, Total cost to company]

### About the Benguela Current Convention (BCC)

The Benguela Current Convention was signed on 18 March 2013 in the town of Benguela (Angola) by the three Governments of Angola, Namibia and South Africa. It entered into force on 10 December 2015 and on 13 July 2016, it was registered with the Secretary-General of the United Nations in New York. The Convention is the first in the world to be based on large marine ecosystem concept. It is a ground-breaking environmental treaty that entrenches a permanent inter-governmental organisation. This Convention is the first in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its operational decision making body being the Commission, and has three permanent advisory committees which are the Ecosystem Advisory Committee, Finance and Administration Committee and the Compliance Committee. The BCC Secretariat, is based in the coastal town of Swakopmund and is headed by the Executive Secretary, is entrusted by the member states to lead the coordination of the BCC activities. Professional staff are recruited from Member States with gender equity at the forefront of the recruitment process.

The coordination by the Secretariat is guided by the signed Strategic Action Programme (SAP, 2015 – 2019) for the implementation of the BCC activities. The SAP has been translated into a five-year business plan to ensure the practical operational plan of the SAP. The Secretariat works with national, regional and international partners to coordinate research and capacity development programmes to provide Member States with best available scientific information and advice for management decisions related to the transboundary resources and issues. The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

The Global Environmental Facility (GEF) through the United Nations Development Programme (UNDP), is supporting the BCC to implement its SAP, and hence this five-year project titled “Improving Ocean Governance and Integrated Management in the Benguela Current Large Marine Ecosystem (BCLME)”. The Project Manager is required to manage this project.

## **General Responsibilities**

The Project Manager shall be in overall charge and have overall responsibility for the project-funded staff, all other inputs of the projects and day-to-day running of the project, under the supervision of the Executive Secretary of the BCC and UNDP Deputy Resident Representative. The Project Manager is ultimately responsible for organising and overseeing delivery on all aspects and activities of the Project.

The Project Manager (PM) shall be responsible for the overall coordination of all aspects of the UNDP-GEF BCLME III Project. PM is also held accountable by the PSC for the overall delivery of the project and carries this responsibility with full support from other staff of BCC Secretariat (both those funded by the project and those funded by other sources). He/she shall liaise directly with designated officials of the Participating Countries, other Members of the PSC, the Implementing Agency, the Executing Agency, UNDP Country Offices, existing and potential additional project donors, National Focal Points, and others as deemed appropriate and necessary by the PSC or by the PM him/herself.

The budget and associated work plan will provide guidance on the day-to-day implementation of the approved Project Document and on the integration of the various donor funded parallel initiatives. He/she shall be responsible for delivery of all substantive, managerial and financial reports from and on behalf of the Project.

The Project Manager will ensure the efficiency and effectiveness of PSC meetings by providing all information and documents to be reviewed by the PSC to the PSC members at least two weeks in advance of the meeting in two languages. The PM will act as a Secretariat to the PSC meeting.

## **Specific Duties**

The PM will have the following specific duties:

- Manage all project inputs, including project-financed personnel, consultants, goods and services, to deliver the expected outputs within the set budget;
- Prepare an Annual Work Plan and budget on the basis of the Project Document, under the general supervision of the Project Steering Committee and in close consultation and coordination with related Projects in the BCLME Programme, National Focal Points, UNDP and relevant donors;
- Supervise personnel paid with the project fund jointly with the BCC Executive Secretary.
- Coordinate and monitor the activities described in the work plan;
- Direct the project monitoring and evaluation processes including the regional and demonstration components, and the design of the replication strategy to be developed from the demonstration projects;
- Oversee the development of information management tools to ensure evaluation, monitoring and replication activities;
- Ensure project compliance with all applicable BCC, UNDP and GEF policies, regulations and procedures;

- Support BCC to ensure consistency between the various programme elements and related activities provided or funded by other donor organisations;
- Develop Terms of Reference for consultants and contractors;
- Ensure the high quality standards for the project outputs, reports, communication and outreach materials, etc.
- Develop, coordinate and/or oversee the preparation of the substantive and operational reports from the Project;
- Foster and establish close linkages with the other Projects within the BCLME Programme, with other related GEF programmes and, where appropriate, other relevant regional International Waters and related programmes and projects within and outside of the region;
- Represent the Project at meetings and other project related fora within the region and globally, as required; and
- Submit quarterly progress reports (both technical and financial) to UNDP (GEF IA) in a timely manner through BCC Secretariat (GEF EA), highlighting progress against the results framework and on the PSC decisions, estimated co-finance realized during the quarter, challenges encountered during the quarter and emerging and persisting risks that may prevent the project from achieving its set objective and outcomes.

#### **Skills and Experience Required**

- Post-graduate degree in the Marine Sciences, Environmental Management, or a directly related field (e.g. fisheries management, natural resources economics, etc.);
- At least ten years' experience in fields related to the assignment;
- Demonstrated diplomatic and negotiating skills;
- Proven experience in supporting policy processes (formulation, reform, harmonization), preferably in Africa and preferably in the relevant fields to the project activities;
- Familiarity with the goals and procedures of international organizations, in particular those of the GEF and the Implementing Agency (UNDP);
- Excellent English speaking and writing skills;
- Previous work experience in one or more of the participating countries, and previous work experience in the region on issues related to the Project and Programme will be very favorably considered; and
- Working knowledge of Portuguese would be highly advantageous.



### **Terms of reference**

**Job title:** Manager: Compliance

**Duty Station:** BCC Secretariat, Swakopmund

**Commencement date:** as soon as possible

**Expected duration:** Five years, with no more than nine months of probational. The duration could be longer, depends on the needs.

**Level:** Patterson D4

**Salary notch:** N\$ 609,129 – N\$ 709,500 [Namibian Dollars, Total cost to company]

### **About the Benguela Current Convention (BCC)**

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The coordination by the Secretariat is guided by the signed Strategic Action Programme (SAP, 2015 – 2019) for the implementation of the BCC activities. The SAP has been translated into a five-year business plan to ensure the practical operational plan of the SAP. The Secretariat works with national, regional and international partners to coordinate research and capacity development programmes to provide Member States with best available scientific information and advice for management decisions related to the transboundary resources and issues. The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

The Global Environmental Facility (GEF) through the United Nations Development Programme (UNDP), is supporting the BCC to implement its SAP, and hence this five-year project titled “Improving Ocean Governance and Integrated Management in the Benguela Current Large Marine Ecosystem (BCLME)”. The Manager: Compliance is required to support the BCC and this project on compliance issues described herein.

## **General Responsibilities**

One of the statutory committees of the BCC is the Compliance Committee (CC) and its functions is to provide the Commission with information, advice and recommendations on the implementation of and compliance with the measures adopted to give effect to the objective of this Convention and shall coordinate compliance activities; and coordinate with the other Committees on matters of common interests. The Manager: Compliance shall coordinate the work of the Compliance Committee as well as compliance activities / issues internally within the at the Secretariat. He / she shall work under the supervision of the Executive Secretary.

The Compliance Manager will be responsible for the day-to-day delivery and coordination of compliance activities as required by the Compliance Committee of BCC. The Compliance Manager will also support the delivery of the UNDP-GEF BCLME III project on interventions closely related to his/her mandates. The performance of the Compliance Manager will be appraised jointly by the BCC Executive Secretary and the UNDP-GEF BCLME III Project Manager as long as the project finances the post fully or partially.

## **Specific Duties**

He or she will have the following responsibilities and functions:

- Day-to-day management oversight and coordination of the BCC compliance activities, including legal and corporate governance;
- Develop a compliance framework for each sector (e.g. fisheries compliance framework);
- Prepare meetings of the Compliance Committee including drafting of the agenda in consultation with the Chair of the Compliance Committee;
- Make recommendations to the CC based on findings as well as from other similar committees around the world.
- Provide the CC with support to perform its functions including keeping of records of all proceedings, resolutions, proposals and decisions and recommendations;
- Ensure that all recommendations and decisions of the CC and the Commission pertaining to the compliance issues are implemented;
- Prepare an annual compliance work plan in close co-operation with the management team, and national focal points;
- Prepare annual budget estimates and budget forecasts in consultation with the Manager: Finance and Administration;
- Prepare quarterly and annual reports on compliance issues;
- Prepare terms of reference for consultants, experts, contractors and other technical service providers to undertake specific work as directed;
- Take initiatives and advice the CC on emerging compliance issues of regional and global concerns to BCC;
- Provide support and assistance to the Secretariat in organizing of workshops, meetings and consultations;
- Oversee all preparation, publication and distribution of reports from the CC;
- Represent the Commission at compliance meetings of other regional and international organizations as required;
- Liaise with BCC National Focal Points and other stakeholders in the implementation of conservation and management measures adopted by the Commission;
- Perform any other functions as may be required by Commission.

## **Skills and Experience Required**

- Master's degree (or equivalent) or equivalent in related disciplines;
- A minimum of seven years' experience in fields related to the assignment;
- Experience in project management including financial and administration;
- Demonstrated organizational, diplomatic and negotiating skills;
- Familiar with the BCLME and the application of a multi-sectorial, integrated approach to ecosystem management and sustainable development;
- Excellent speaking and writing skills of one of the official languages (Portuguese / English) is a requirement and a working knowledge of the other official language of the Commission is desirable.
- Highly driven, dynamic and a self-starter;
- Ability to relay technical and scientific information to policy makers and the general public.



### Terms of reference

**Job title:** Translator / interpreter (Portuguese-English-Portuguese)

**Duty Station:** BCC Secretariat, Swakopmund

**Commencement date:** as soon as possible

**Expected duration:** Five years, with no more than nine months of probational period. The post will be sustained at least for 5 years (during the project duration). It may be extended depends on the needs.

**Level:** Paterson D1 five-notch salary progression scale

**Salary notch:** N\$ 389,810 – N\$ 467,772 [Namibian Dollars, Total cost to company]

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## **General Responsibilities**

The BCC operates within two language environments. In South Africa and Namibia, English is an official language. In Angola, Portuguese is the official language and English is not so commonly spoken. In order for the Commission and its partners (including the UNDP-GEF BCLME III project) to operate effectively there is a day-to-day requirement for a translator.

This is a dual position for a translator and interpreter and is one of the key positions at the Secretariat, taking into account that both Portuguese and English are official languages of the BCC. Over the past 20 years or, the BCC Member States have work collaboratively in marine environmental research, living marine resources, bio-diversities and ecosystem health, fisheries, environment, tourism, transport, mining/minerals and training and capacity development. These reports need to be translated into Portuguese.

The translator/interpreter will further required to translate and interpret at official meetings of the BCC structures such as the Ministerial Conference, Commission and committees. In addition, routine high-level correspondence needs to be written in the two official languages. The translator / interpreter will work under the supervision of the Marketing and Communication Manager.

## **Specific Duties**

He / she will have the following responsibilities and functions:

- Translate the backlogged reports, manuscripts and letters
- Translate all correspondence directed to the Angolan clients
- Translate all incoming project reports
- Correctly interpret messages, speeches, questions at official meetings of the BCC structures (Ministerial Conference, Commission, Committees and Working Groups)
- Tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## **Qualifications, Skills and Competencies**

- A first-level degree in Portuguese and English languages from a university or institution of equivalent status.
- Formal training in translation / interpretation in both English and Portuguese will be added advantage
- A minimum of seven years of experience in translation and interpretation
- Experience in translating technical / scientific reports
- A perfect command of English and Portuguese, one which must be the candidate's main language
- Ability to speaks fluently and writes succinctly and effectively with high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text.
- Ability to use all sources of references, consultation and information relevant to text at hand
- Ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadlines.
- Demonstrates professional competence and mastery of subject matter;



### **Terms of reference**

**Job title:** Administrative and Operations Assistant

**Duty Station:** BCC Secretariat, Swakopmund

**Commencement date:** as soon as possible

**Expected duration:** Five years, with no more than six months of probational period. This position will not be renewed after the completion of the project.

**Level:** Paterson B3 five-notch salary progression scale

**Salary notch:** N\$ 78,184 – N\$ 93,820 [Namibian Dollars, Total cost to company]

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## **General Responsibilities**

Under the supervision of the PM, the Administrative and Operations Assistant (AOA) will support the Project Manager on the day-to-day operations for the Project, particularly with respect to technical services, staff support, and, with additional contractual support as necessary, assure that necessary financial, procurement (including importation, permits, etc.) and personnel matters are addressed. AOA will handle all logistical arrangements under the guidance of the PM for all project-related meetings, workshops and travels to ensure the timely and effective execution of such activities. The performance of the post will be appraised by the UNDP-GEF BCLME III Project Manager.

## **Specific Duties**

- Generate and maintain a directory of all persons and institutions engaged in work related to the implementation of the project;
- Prepare internal and external correspondence for the project, maintain files and assist in the preparation of documentation for meetings;
- Assist in organizing project activity meetings and participate in the meetings as directed by the PM;
- Co-ordinate and assist in travel arrangements of the project staff and field project personnel;
- Coordinate information flow by processing routine correspondence and responses to project related enquiries and prepare as necessary letters, memoranda, reports, faxes, etc.;
- Assure requisite assistance for the organization of the Project Manager's work including making travel arrangements, hotel bookings and preparation of documentation required for missions;
- Assist in setting up of meetings, processing of documents for meetings, agenda preparation, lists of participants and working documents for the meetings, as well as sending out invitations to the meeting participants.
- Provide secretarial servicing through preparation and distribution of minutes/reports as required;
- Establish and maintain an up-to-date and maintain suitable filing system for the office; maintain an up-dated computerized mailing list of supervisor's contacts, focal points, experts and Ministers of Environment and other partners; disseminate public information awareness by distributing public awareness material to national institutions of participating countries;
- Assist in the logistics of arranging international meetings and conferences including assisting participants with travel and accommodation;
- Maintain mailing links with all participating countries and cooperating partners;
- Prepare pre-encumbrance for stock requisitions for the office and ensure adequate supplies at all times;
- Liaise closely and regularly with the Secretariat staff on all appropriate matters; and
- Undertake such other duties as may be assigned by the PM.

## **Skills and Experience Required**

- Higher education (secondary education or equivalent as experience can be considered);
- A minimum of 3 years of relevant and practical experience

- Proficient in Microsoft Office package
- Excellent verbal and written communication skills in English
- Excellent organizational skills
- Goal-oriented and self-motivated
- Ability to multitask, work under pressure and pay attention to detail
- Ability to work independently with minimum supervision as well as to work as part of a team.
- Ability to work in multi-cultural and bi-lingual settings
- Ability to communicate in Portuguese will be advantageous