

## Position Vacancy

### Project Manager - West Africa

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**Location:** Dakar, Senegal

**Closing date for applications:** 22nd April 2024

**Contract status:** National post, full time

**Start date:** 1st June 2024

**Contract duration:** 2 years fixed term

**Remuneration:** Between 18,500,000 and 22,100,000 FCFA gross per annum

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### We rebuild tropical fisheries with coastal communities

Blue Ventures is a marine conservation organisation that puts people first. We support coastal fishers in remote and rural communities to rebuild fisheries, restore ocean life and build lasting pathways to prosperity. Our work began two decades ago in Madagascar's remote coastal communities and is growing globally.

Across a dozen countries, we're partnering with traditional fishers and community organisations to design, scale, strengthen and sustain fisheries management and conservation at the community level. We bring partners together in networks to advocate for reform, and share tools and best practices to support fishing communities across the globe.

### Summary job description

We are currently recruiting a Project Manager - Advocacy to support the delivery of our new advocacy projects in West Africa. The projects of about \$2 million over 3 years will be focused on supporting regional civil society organisations to advocate for the rights of small-scale fishers against industrial destructive fishing and promoting transparent and sustainable fisheries governance.

Reporting to the West Africa (WA) Regional Director with a dotted line to the Head of Programme Management, the Project Manager will be supported by the wider Blue Ventures team, which will provide technical and strategic support and guidance. This is a

full time role based in Blue Ventures' Senegalese office, with regular travel in the West Africa region to work closely with partners, field teams and communities (up to 20% travels).

The successful candidate will be a motivated, proactive and highly organised individual, with an excellent knowledge of project implementation and ideally, strong knowledge of partnerships and advocacy. You will demonstrate a proven track record of project implementation, as well as good spoken and written communications. Ideally, you will have experience of community-based conservation and development initiatives in the region.

We are looking for an individual who is open to new ideas and embraces innovation, who can demonstrate experience of building effective working partnerships for conservation and/or development. Assessment of applications will include candidates' alignment with BV's core values and mission to support human rights-based approaches to marine conservation and fisheries management.

You will thrive in environments that are collegiate and inspiring, and be able to demonstrate experience of working independently and solving complex problems in challenging situations.

Blue Ventures is a fast growing and mission-driven social enterprise, offering excellent opportunities for further professional development.

## Responsibilities

Ensuring the successful management and delivery of Blue Ventures programmes in the region - with a focus on a 3-year regional advocacy project - including:

Project implementation:

- Organise workshops and other meetings required for Blue Ventures' advocacy work in the countries of intervention
- Closely work with the advocacy team to build effective strategic partnerships and regional/national advocacy coalitions.
- Support the organisation of meetings with decision-makers and lead relevant activities to ensure the implementation of projects.
- Interact with government structures and regional bodies to implement projects and organise symposiums.
- Represent the organisation and project at events and during funder calls as needed.
- Engage with partners and relevant stakeholders to raise awareness, build alliances and advocate for the rights of small-scale fishers against industrial destructive fishing.
- Engage policymakers, legislators and other decision-makers to advocate for policy changes that support the rights of small-scale fishers against industrial destructive fishing.

Project management and planning

- In collaboration with the Advocacy lead and WA team, develop regional advocacy strategy to achieve desired outcomes.

- With the Advocacy Lead, define clear objectives, detailed work plans and timelines for activities deliverables.
- Monitoring partner progress, reviewing partner reports, managing partner subgrants.
- With the support of the M&E team, coordinate the design of a monitoring and evaluation system that ensures high-quality and efficient implementation and monitoring of project objectives.
- Coordinate cross-functional partner teams, ensuring adaptation over time as overall project demands and specifications evolve.
- Report regularly to the Advocacy Lead on progress made towards the implementation of the WA Regional advocacy strategy.

#### Budget management and reporting

- Monitor program budgets and tracking expenses to ensure compliance with finance policies and procedures, and adherence with budgetary constraints.
- Collate information for and coordinate donor reports, including annual narrative reports for advocacy across West African projects.
- Track activities implemented and funding spent in order to monitor progress and report against the budget, ensuring spending is in line with donor expectations and audit standards.
- Oversee subgranting and invoicing processes and maintain up-to-date funder information.
- Ensure compliance with donor requirements.
- Ensure sound management of project budgets and timely reporting against agreed programme metrics and deliverables as required by funders/partners.

### Skills and experience

#### Required

- Postgraduate/graduate degree (or equivalent) in a relevant field and/or proven experience in rural development or environmental conservation.
- Demonstrable practical experience in project management and implementation in low income countries.
- Knowledge of advocacy techniques including lobbying, grassroots organising and public speaking.
- Strong technical reporting skills, and experience of preparing project reports for funders.
- Excellent budgeting skills and rigorous project management experience.
- Excellent skills in communication of complex information to a diverse range of stakeholders.
- Fluency in written and spoken French, and working level of English.
- Excellent time management and organisational skills
- Confident, strong interpersonal skills and ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures, at all levels
- Capacity to undertake research and development work independently as well as part of a team

- Excellent knowledge of MS Office, Google Apps, and social media tools (Facebook, Twitter, Instagram and Google plus)
- Excellent interpersonal and motivational skills.

### **Desired**

- Previous international organisation / NGO experience
- Previous experience in advocacy projects or high-level event coordination strongly desired
- Excellent communication skills and ability to work closely with field programme teams
- Experience interacting and building partnerships with local civil society organisations

### **You will be a great fit if**

- You show a commitment to Blue Ventures' mission and values, evidenced by a high level of personal and professional integrity, humility and humanity.
- You demonstrate a strong bias for action and comfort with the uncertain; you are motivated to move forward, make decisions, and finalise details quickly once information is available.
- You've shown a willingness and ability to challenge the status quo creatively and productively.
- You have an analytical mindset and orientation toward measurement, outcomes and continuous improvement and learning. You value in others, and yourself, data-driven and consultative decision-making.
- You think critically and put a high value on offering and receiving constructive feedback and criticism.
- You're a natural relationship builder and have a proven ability to work collaboratively with others in a complex organisation, demonstrating professional curiosity, team building and facilitation skills. You enjoy collaboration and have a genuine interest in learning from and developing others.
- You're a people person who takes pride and pleasure in developing talent and creating safe, happy, productive and engaging workplace cultures and environments for staff at all levels and from varied backgrounds. You crave building teams, finding talent, nurturing relationships, and tackling challenging people-related issues.
- You are a passionate professional combining strong leadership skills, patience, and a humble approach.
- You're able to engage people's energies, hearts and minds in service of a mission. You use exemplary interpersonal skills to establish relationships of trust and influence
- You're detail-oriented and compliance-minded; you enjoy dotting i's and crossing t's
- You demonstrate excellent organisational skills, an ability to marshall resources, and continually improve systems and processes.
- You show self-motivation, flexibility, and the ability to work and thrive in a fast-paced, energetic, entrepreneurial environment.
- You're trustworthy in managing sensitive situations and information; you are discrete, professional, and possess excellent judgement
- You are comfortable with a playfully professional workplace culture.

*We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion or sexual orientation, and evaluate all candidates based on merit. We offer a supportive environment for professional development, as well as a competitive salary.*

*Gender equality and equity are key priorities for Blue Ventures and its mission to secure more sustainable fisheries management and conservation for communities. It is the responsibility of all employees to ensure that equal opportunities are available and accessible for all and that no one is excluded or further discriminated against due to the multiple identities they may hold, including sex, gender, age, ethnic origin, disability, religion or belief, socio-economic status or geographical location.*

*Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero tolerance approach to anyone who contravenes our safeguarding and protection policies. All candidates will be asked questions on safeguarding and child protection.*

*Any conduct that prevents the promotion of equality and equity will be dealt with in accordance with BV's policies and procedures and we encourage all colleagues, partners, trustees and communities to report violations to our code of conduct via the email [report@blueventures.org](mailto:report@blueventures.org) or [+44 7950 182475](tel:+447950182475).*

*This job description details the main duties and responsibilities for the position. However team members are required to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description.*

*We are a mission-driven organisation, and senior staff in particular are expected to show willingness to adapt to unexpected changes that come with growth – this may include occasional work whenever or wherever requested by their line manager. Where any task becomes a regular part of someone's responsibilities, the job description will be updated in consultation with the team member.*

## Application process

Applicants should apply online via Blue Ventures' website by 22nd April 2024.

Please note that applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

## Why work with us

**Mission:** We operate at the frontline of some of the world's most pressing environmental problems, innovating effective, equitable and scalable responses with coastal communities. We are recognised as a transformative force in our sector.

**Working style:** We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

**Autonomy:** We expect and support our colleagues to take a lead in their own work, offering scope for creativity and strategic input.

**Professional development:** We challenge and support our colleagues to grow their skills, providing considerable exposure to different work experiences and training opportunities.

**Adventure:** We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

**Family:** We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

**Values:** Our organisational values are central to everything we do:



### Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for lasting benefits.



### Passion & belief

Our mission is urgent and critical, we believe that our approach works, and we're determined to get the job done.



### Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence.



### Innovation & courage

We're resourceful and creative. We're prepared to take risks and challenge broken paradigms.



### Openness & humility

We work in a transparent and collaborative way to share what we learn.



### Grounded in evidence

We have high standards and aren't afraid to be self-critical. If something doesn't work, we change tack until we're on the right course.