



Project title: *Enhancing Climate Change Resilience in the Benguela Current Fisheries System.*

BCC-FAO-GEF

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

To implement the project, the following eight project staff are needed:

1. Project Coordinator **2.** National Project Coordinator (in each country) **3.** Fisheries and fisheries community-based resilience resource person **4.** Climate change resource person **5.** Fisheries and fisheries communities planning assistant **6.** Monitoring and Evaluation expert **7.** Finance and Procurement Officer **8.** Communications and Participation Resource Officer.

Functions and responsibilities of each of the position are described below. It must be noted that at the closure of the project, after five years, positions: **6** (Monitoring and Evaluation), **7** (Finance and Procurement) and **8.** (Communications Participation Resource Officer) will be assimilated into the BCC Secretariat.

1. PROJECT COORDINATOR

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The Project Coordinator will work under the general supervision of the Executive Secretary of the Benguela Current Commission and in close collaboration with the FAO Sub-regional Coordinator in the Sub-regional Office for Southern Africa, the FAO Lead Technical Officer and Unit and the FAO-GEF Coordination Unit in the Investment Centre in Rome (TCID), and will report to the Project Steering Committee. He or she will have the following responsibilities and functions:

1. Designs and conducts activities to support adaptation planning and implementation within the Benguela Current fisheries, aquaculture and dependent communities as well as the provision of technical/policy advice and expertise as far as within the scope of the project;
2. Overall technical and administrative supervision and coordination of the project;
3. Oversight of the financial management of the project
4. Guide and backstop project partners and staff of their technical duties of the project’s components;
5. Supervise the preparation of and edit technical papers for discussion and publications on project topics and contribute to publication of manuals, case studies and guidelines associated with the project;
6. Manage and supervise human resources allocated to the Project Implementation Unit (PIU)
7. Supervise and support in mentoring and identifying training opportunities for project staff;
8. Act as the Secretary for all Project Steering Committee (PSC) meetings and activities, including preparation of documents and reports;
9. Work closely with the Project’s partners and develop and maintain regular contacts and collaborations with them;
10. Ensure incorporation of the different stakeholder perspectives and relevant human and

environmental interactions in planning and implementation of the project's components and sub-components;

11. Establish working relations with appropriate national, sub regional and regional agencies and groups in participating countries to ensure effective implementation of project supported activities at the national and regional level;
12. Coordinate the design of a project monitoring and evaluation system and exercise overall management responsibility of the regular monitoring and review of the execution of the components and subcomponents;
13. Ensure preparation and submission of Annual Work Plans as well as the project's financial and technical reports as required;
14. Represent the project in relevant meetings and conferences and facilitate coordination and integration where appropriate and beneficial to the achievement of the Project's objectives;
15. Maintain overall responsibility for proposals and bidding documents, terms of reference and performance contracts for consultants hired under the responsibility of the PMU; and
16. Perform other related duties as required.

Minimum Requirements:

1. A post-graduate degree in fisheries or natural resource management, economics or a relevant social or natural science;
2. At least 7 years professional experience in the marine, coastal or fisheries sectors and/or climate change, including a minimum of 2 years of relevant experience with climate change adaptation
3. Solid and demonstrated understanding of the management and governance aspects of the field of fisheries and the marine environment, including climate change and variability;
4. A minimum of seven years of demonstrated experience in the management of large-scale projects;
5. Proven capacity to work with and establish working relationships with medium to high-level government and non-government representatives across sectors and disciplines;
6. Proven capacity as a team leader and team builder;
7. Experience in preparing project technical and financial reports for international donors; and
8. 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.
9. Experience working in the Benguela Current LME area would be advantage.

Location: Swakopmund, Namibia

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).

2. National Project Coordinator (one in each country)

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The National Coordinator will work under the supervision of the Project Coordinator and in close collaboration with the Project Implementation Unit, the lead technical agency and the project focal point in their assigned country. He or she will have the following responsibilities and functions:

Each county will have a national coordinator at the fisheries and mariculture government department who, under the supervision of the Project Coordinator, will be responsible for the project implementation and coordination in his or her country of assignment and who will work in conjunction with the BCC project implementation unit. He or she will have the following responsibilities and functions:

1. Represent the Project Coordinator and the project in the assigned country;
2. Supervise the Fisheries and fisheries communities adaptation planning assistant;
3. Monitor and oversee all aspects of project implementation in the assigned country;
4. Work closely with the Project’s partners in the assigned country and develop and maintain regular contacts and collaborations with them;
5. Establish working relations with appropriate national, sub regional and regional agencies and groups in the assigned country to ensure effective implementation of project supported activities at the national level;
6. Represent the project in relevant meetings and conferences at the national and regional levels and facilitate coordination and integration where appropriate beneficial to the achievement of the Project’s objectives;
7. Prepare 6-monthly national level progress reports;
8. Assistance in the preparation of annual workplans at national level;

9. Perform other related duties as required.

Minimum Requirements:

1. A post-graduate degree in fisheries, natural resource management, economics or a relevant social or natural science;
2. At least 5 years professional experience in the marine and coastal sectors and/or climate change adaptation;
3. Solid and demonstrated understanding of the management and governance aspects of the field of fisheries and the marine environment, including climate change and variability;
4. Proven capacity to work with and establish working relationships with medium to high-level government and non-government representatives;
5. Proven capacity as a team leader and team builder in developed and developing countries;
6. Experience in preparing project technical and financial reports for national and international donors;
7. 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;
8. Experience working in the Benguela Current LME area would be advantage.

Location: 3 positions, one each in Luanda, Angola; Swakopmund, Namibia; and Cape Town South Africa.

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).

3. Fisheries and fisheries communities adaptation planning assistant (National Consultant, one position to be based in each country)

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The fisheries and fisheries planning assistant will work under the general supervision of the Project Coordinator and the direct supervision of the Country Coordinator in their country of assignment. He or she will have the following responsibilities and functions:

1. Assist the National Coordinator in the assigned country in all aspects related to his or her responsibilities including:
 - a. Provision of support in all aspects of project implementation;
 - b. Undertaking and assisting the Project’s partners in undertaking project activities and, under supervision of the National Coordinator, developing and maintaining regular contacts and collaborations with them;
 - c. Support or, where requested, represent the National Coordinator in relevant meetings and conferences in the assigned country and facilitate coordination and integration to assist in the achievement of the Project’s objectives;
 - d. Assist in collecting data and information relevant to monitoring and evaluation of progress in the project;
 - e. Assist in reporting on project meetings, workshops and other activities as required.
 - f. Assistance in the preparation of annual workplans
2. Perform other related duties as required.

Minimum Requirements:

1. A post-graduate degree in fisheries, natural resource management, economics or a relevant social or natural science;
2. Demonstrated interest in a career in the marine, coastal or fisheries sectors;
3. Demonstrated understanding of the management and governance aspects of the field of fisheries and the marine environment, including climate change and variability;
4. Capacity to work with and establish working relationships with project partners;
5. Good writing skills in English (and Portuguese for the Professional based in Angola) of a standard high enough to be able to write project technical and monitoring reports;
6. Ability to work with people from diverse backgrounds and disciplines;
7. Experience working in the Benguela Current LME area would be advantage.

Location: 3 positions, one each in Luanda, Angola; Swakopmund, Namibia; and Cape Town, South Africa.

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).

4. Climate change resource person

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The Climate change resource person will work under the direct supervision of the Project Coordinator. He or she will have the following responsibilities and functions:

1. Assist in the development and implementation of vulnerability assessments of Benguela fisheries and fisheries-communities and support the analysis and communication of assessment methodologies and results;
2. Support in the identification and implementation of climate resilience and adaptation options relevant to Benguela fisheries, aquaculture and dependent communities;
3. Support the development of climate change adaptation best practices guidance and documentation for the region;
4. Provide support to the Project Coordinator and the PIU in all aspects of project implementation including:
 - a. Assistance in the organization and implementation of meetings and activities, including preparation of documents and the reports;
 - b. Undertaking and assisting the Project’s partners in undertaking project activities and liaising with the Project’s partners under the supervision of the Project Coordinator;
 - c. Collecting data and information and compiling reports for the project monitoring system;
 - d. Assistance in preparation of Annual Work Plans and technical reports as required;
5. Perform other related duties as required.

Minimum Requirements:

1. A post-graduate degree in climate change and sustainable development, environmental risk management or other relevant areas;
2. Demonstrated interest in a career in the marine, coastal or climate change adaptation sectors;
3. Demonstrated understanding of climate change vulnerability assessments and adaptation planning and implementation methodologies and processes;
4. Capacity to work with and establish working relationships with project partners and fisheries communities;
5. Good writing skills in of a standard high enough to be able to write project technical and financial reports; and
6. Ability to work with people from diverse backgrounds and very good communication skills in English or Portuguese
7. 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.
8. Experience working in the Benguela Current LME area would be advantages.

Location: Swakopmund, Namibia.

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).

5. Fisheries and fisheries community-based resilience resource person

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The Fisheries and community-based resilience resource person will work under the direct supervision of the Project Coordinator. He or she will have the following responsibilities and functions:

1. Assist in the development and implementation of vulnerability assessments of Benguela fisheries and fisheries-communities and support the analysis and communication of assessment methodologies and results;
2. Support in the identification and implementation of climate resilience and adaptation options relevant to Benguela fisheries and dependent communities;
3. Support the development of climate change adaptation best practices guidance and documentation for the region;
4. Provide support to the Project Coordinator and the PIU in all aspects of project implementation including:
 - a. Assistance in the organization and implementation of meetings and activities, including preparation of documents and the reports;
 - b. Undertaking and assisting the Project’s partners in undertaking project activities and liaising with the Project’s partners under the supervision of the Project Coordinator;
 - c. Collecting data and information and compiling reports for the project monitoring system;
 - d. Assistance in preparation of Annual Work Plans and technical reports as required;
5. Perform other related duties as required.

Minimum Requirements:

1. A post-graduate degree in fisheries, aquaculture or other relevant areas;
2. Demonstrated interest in a career in the marine, fisheries or climate change adaptation sector;
3. Demonstrated understanding of the management and governance aspects of the field of fisheries, including climate change and variability;
4. Capacity to work with and establish working relationships with project partners and fisheries communities;
5. Good writing skills in of a standard high enough to be able to write project technical and financial reports; and
6. Ability to work with people from diverse backgrounds
7. 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.
8. Experience working in the Benguela Current LME area would be advantages.

Location: Swakopmund, Namibia.

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).

6. Monitoring and Evaluation Specialist

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

Under the general supervision of the Project Coordinator, the M&E Specialist will take the responsibility for planning and implementing the monitoring activities required to evaluate project progress and quality in meeting stated outputs and outcomes. Specifically he/she will:

1. Assist the Project Coordinator in the design and establishment of the Project’s M&E system;
2. Assist the Project Coordinator in the regular monitoring and review of the execution of the Project supported activities, as required;
3. Participate and represent the project in collaborative meetings with project partners and Steering Committee meetings, as required;
4. Develop and implement project baseline and final surveys for M&E purposes;
5. Undertake missions as appropriate to monitor project progress, as required; and
6. Develop a M&E overall framework and work plan for the BCC;
7. Extraction of important information to assess progress and performance toward achieving critical success factors, targets and indicators as described in the Strategic Action Plan (2015-2019);
8. Provide M&E technical assistance (TA) and capacity building to the management team to improve their understanding of M&E;
9. Provide TA to the project and BCC with ToR development especially with regard to the alignment/ linkage of outputs/ deliverables to the logframe and M&E framework;
10. Support management team with quarterly and annual reporting; Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts;

11. Liaise with project / programme managers in preparing the annual work plans and the budgets and revise the M&E plan and system by seeking stakeholder inputs in order to produce these plans with the full commitment of all involved;
12. Liaise the principal investigators and make sure that the implementation of the projects are conducted in an efficient manner by supervising and monitoring project implementation. Ensure that timely decisions on corrective actions are made and implemented;
13. Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation meets project targets;
14. Based on the AWPB and in particular the programme budgets, design the framework for the physical and process monitoring of project activities;
15. Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in project implementation;
16. Ensure that projects implementation comply with the Agreements signed with development partners and that the provisions of the Agreements are fully observed in the design of project M&E;
17. 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.
18. Experience working in the Benguela Current LME area would be advantage.
19. Perform other related duties as required.

Minimal Requirements:

1. Advanced university degree in a relevant field such as business administration, social or natural sciences or project management. Relevant specialized courses in M+E would be an advantage;
2. A minimum of five years' experience in general programme/project related work, including experience in results-based M&E;
3. Proven writing and communication skills;
4. Ability to work in an international environment with various partners (including donors), as a member of a team;
5. Ability to take initiatives and to work with minimum supervision; and
6. Knowledge of FAO and GEF M&E requirements an advantage.

Location: Swakopmund, Namibia

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months—subsequent to which the contract would be extended for the remaining period of the project).

7. Finance and Procurement Officer

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The Finance and Procurement Officer will work under the supervision of the Project Coordinator. He or she will have the following responsibilities and functions:

1. Be responsible for the day to day management of the project’s budget including monitoring of cash availability, and for preparation of budget and project revisions for review by the Project Coordinator;
2. Coordinate the project’s operational arrangements through contractual agreements with key project partners;
3. Be operationally responsible for Letters of Agreement and Executing Agreements with relevant project partners;
4. Be in charge of preparing detailed budgets for cash transfer requests based on the AWP/B and project account cash balance;
5. Keeping the financial records and regular review of the project account;
6. Reviewing the receipts and financial reports submitted by the national project partners and BCC;
7. Preparing six-monthly financial statements of expenditures, preparing the personnel and services contracting and procurement documents and participating in contracting and procurement processes including of submission of documentation to FAO for ex-antes clearances, and preparing relevant documents for internal and external financial audits;
8. Maintain interdepartmental linkages with the FAO units for donor liaison, Finance, and other units as required;
9. Responsible for ensuring accurate recording of all relevant data for financial monitoring;

10. Responsible for ensuring that relevant reports on expenditures, forecasts and closure of projects are prepared and submitted in accordance with defined procedures and reporting formats, schedules and communication channels, as required;
11. Implement the policy, procedures and practices governing the acquisition of goods, works and services for the Secretariat and for ensuring that all procurement and contracting is carried out in accordance with this policy.
12. Prepare periodic procurement plans, that are updated at least quarterly, for acquiring goods, consultant and non-consultant services needed to implement the projects / programmes of the BCC.
13. Advise and train the Secretariat's staff on best procurement practices and contracting methods, monitor compliance with the procurement rules and develop and maintain corporate procurement systems.
14. Work closely with suppliers to ensure that the Secretariat receives the best value for money in terms of price, fitness for use, environmental efficiency, maintenance provisions, operating costs, guarantees, delivery and installation, and payment terms.
15. Applying the highest level of ethical standards for fair and equitable treatment of suppliers providing goods, works and services to the Secretariat.
16. Manage and maintain asset register

Minimal Requirements:

1. Tertiary qualification in accounting, economics, finance or a directly related field;
2. At least five years of experience in managing finance and procurement for a medium-sized or larger organization, project or government department;
3. Proven capacity to work with and establish working relationships with government and non-governmental representatives;
4. Proven oral and written communications skills in English.
5. At least working knowledge of Portuguese and experience working in the Benguela Current LME area would be advantage.

Location: Swakopmund, Namibia

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months year subsequent to which the contract would be extended for the remaining period of the project).

8. Communications participation resource person

Background:

The 5-year project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” project is a partnership between the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. Specifically the project objectives are: i) to ensure that climate change and variability are recognized as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change in order to ensure that the sector is able to make its contribution to development, and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national or regional fisheries and mariculture, and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.

Functions and responsibilities:

The Communications and Participation Resource Person will work under the direct supervision of the Project Coordinator. He or she will have the following responsibilities and functions:

1. Develop and implement a communications plan for the project – including data collection and management, web-site maintenance and the overall outreach to all the stakeholders and target groups;
 - a. Preparation of communication plan;
 - b. Collection and design of database management of relevant vulnerability and adaptation practices for easy access to general public, policy makers and other target audiences;
 - c. Preparation of information materials and mechanisms for public information and dissemination;
 - d. Consolidation and preparation of background materials for workshops and meetings for the project;
 - e. Responsible in the coordination and preparation of the Project’s periodic reporting (Administrative and technical);
 - f. Contribute to the design of a system for and conduct regular monitoring and review of the execution of the components and subcomponents’ activities;
 - g. Responsible for the publication and circulation of proceedings and other relevant information and background materials between BCC, FAO and national and international stakeholders;
 - h. Ensure the quality and flow of information in the project website;
 - i. Assist the Project Coordinator in creating awareness and disseminating target project information to the relevant audiences; and

- j. Prepare final report of work rendered at the end of his/her assignment.
2. Develop and implement a communication plan for the BCC including:
 - a. Develop and implement BCC communication strategy;
 - b. Promote the BCC brand and values to all stakeholders;
 - c. Explore opportunities for appropriate communications activities and to establish effective media links to communicate BCC actions nationally, regionally and globally;
 - d. Represent BCC to the public through expos/trade fares, career fares, television production, printed media of global circulation (e.g. National Geographic)
 - e. Produce in-house a range of communication materials including leaflets and brochures, newsletters;
 - f. Assist with the team in the drafting of quarterly and annual reports including financial and narrative reports to donor / partners;
 - g. Develop online communication materials (e.g. banners, screensavers);
 - h. Keep BCC website up-to-date and populated with latest information;
 - i. Manage and maintain active, interaction social networks platform;
 - j. Assist in writing of resources mobilisation proposals;
 - k. Assist in the planning and organisation of fund-raising meetings
 3. Provide support to the Project Coordinator and the PIU in all aspects of project implementation including:
 - k. Assistance in the organization and implementation of meetings and activities, including preparation of documents and the reports;
 - l. Assisting the Project's partners in undertaking project activities and liaising with the Project's partners under the supervision of the Project Coordinator;
 - m. Collecting data and information and compiling reports for the project monitoring system;
 - n. Assistance in preparation of Annual Work Plans and technical reports as required;
 4. Perform other related duties as required.

Minimum Requirements:

1. A degree in communications, development communications, public relations, marketing, journalism or its equivalent;
2. A minimum of eight years' experience in fields related to the assignment;
3. Experience in communications planning and implementation;
4. Demonstrated interest in a career in the marine or climate change adaptation sector;
5. Capacity to work with and establish working relationships with project partners;
6. Ability to work with people from diverse backgrounds
7. Familiar with the BCLME and the application of a multi-sectorial, integrated approach to ecosystem management and sustainable development would be an advantage;
8. Ability to relay technical and scientific information to policy makers and the general public;
9. 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.

Working ability in the second language (Portuguese or English) and experience working in the Benguela Current LME area would be advantages.

Location: Swakopmund, Namibia.

Duration: 60 person months (the selected candidate will be contracted for a probationary period of no longer than nine months subsequent to which the contract would be extended for the remaining period of the project).