



Position: Country Coordinator

Organization: The Fiji Locally-Managed Marine Area (LMMA)

Term: 2 years, renewable based on performance evaluation and continued funding

Location: Suva, Fiji Islands

Background

The Fiji Locally Managed Marine Areas Network (FLMMA) was established in 2001 and later registered as a charitable association working to promote and encourage the preservation, protection and sustainable use of marine resources in Fiji by the users of marine resources. FLMMA is one of the seven countries in the region under the International Locally Managed Marine Area Network that promotes community-based adaptive resource management.

The FLMMA network is a unique partnership between government departments, resource conservation NGOs, academic institutions, community conservation practitioners, qoliqoli owners and village communities. These coordinated efforts have resulted in 135 of Fiji's marine iQoliqolis (customary fishing areas) being managed, with about 450 fishing reserves or tabu areas sizing nearly 1000 square kilometers. The community areas, which involve more than 450 villages, are serviced by FLMMA-supported management bodies in most provinces called Yaubula Management Support Teams (YMSTs).

Today, the Network, which has received international awards for its work empowering communities to sustainably manage resources, is striving to improve its services to existing member communities and expand to the remaining communities in Fiji. To do that, the network needs a strong leader who can build partnerships, manage projects and finances, liaise with funders and engage with communities across the country.

The FLMMA Coordinator will be supported by Fiji partner NGOs and government agencies and have access to a support team from the LMMA International.

Position Summary

The FLMMA Coordinator position requires strong partnership management and networking skills and experience. It will be responsible to oversee and manage the overall organization's strategic direction, partnerships, fundraising and management of the FLMMA Network.

The position is to increase the efficiency and effectiveness of current FLMMA work with local and national partners so that the shared goals for sustainable inshore fisheries ("Kedra Sasalu Tawamudu Noda Kawa" – "Fish for the Future") is achieved.



The coordinator position is accountable to the Executive Committee.

Principle Responsibilities:

1. Project/ Program Management
2. Program Development & Resource Mobilization
3. Network Management
4. Financial Management
5. Board of Trustees responsibilities
6. Partnership building and Maintenance
7. Membership and orientation

Specific Tasks include, by responsibility:

1. Project/ Program Management

- Oversee program implementation at the national network-wide level;
- Spearhead and/or coordinate all network activities;
- Spearhead and coordinate all FLMMA staff and associated contractors;
- Facilitate the development and integration of YMSTs into existing provincial structures and train the Yaubula Management Support Teams to develop and execute annual work plans;
- Train FLMMA staff in managing a coordinated system for collecting, archiving and analyzing monitoring data;
- Ensure effective communication between and among Sites, YMSTs, FLMMA Working Groups, Executive Committee and Members.

2. Program Development & Resource Mobilization

- Coordinate the implementation of FLMMA Strategic Plan with time bound, measurable targets and complementary action plans;
- Spearhead development of resource mobilization strategies on yearly work plans;
- Identify and pursue opportunities to the benefit of FLMMA programs including sustainable financing action plans;
- Coordinate program development and mainstreaming to national levels;
- Write project and program proposals;
- Negotiate with potential funding partners;
- Signatory to the project contracts;
- Submit required reports to funding partners;
- Promote network activities.



3. Network Management

- Manage and implement FLMMA commitments and obligations as member of International LMMA Network;
- Coordinate activities with International LMMA manager;
- Participate in network-wide International committees;
- Lead planning and assessment of the FLMMA Secretariat;
- Coordinate with Working Group and Committee Heads;
- Supervise FLMMA Secretariat Office and its contracted staff, performing HRD functions (hiring, firing, staff development, performance appraisal);
- Expedite communications to members through the Communications Working Group,
- Carry out other duties determined by the Executive Committee.

4. Financial Management

- Prepare annual workplans and budgets for approval by the Executive Committee;
- Review and approval of cash advances and liquidations;
- Review and approval of financial reports/statements;
- Co-signatory to network accounts.

5. Board of Trustees

- Prepare update reports to the Board of Trustees;
- Prepare support reports and evidence that the Trustees need for proper discharge of their duties.

6. Partnership-building and Maintenance

- Attend and represent the voice of FLMMA in local, national meetings and international forums and conferences.

7. Membership

- Process documents of network applicants
- Endorse applicants to the FLMMA Executive Committee for screening
- Assist to facilitate orientation to new and aspiring members
- Provide status of membership to the Executive committee and the Trustee
- Coordinate regular contact with members of the network and provide regular updates



Qualifications and Preferred Skills

- Masters degree and/or ten years work experience in natural resource management sector.
- Demonstrated experience in programme and project management (national level), support services including monitoring and evaluation, financial management, proposal and report writing.
- Excellent organization skills with demonstrated ability to meet workplan deadlines with minimum supervision.
- Demonstrate knowledge of emerging issues on natural resource management at community level.
- Experience with strategic planning and program and/or project designing.
- Proven ability to organize and analyze data to assess management effectiveness.
- Experience providing training through teaching or mentoring of local community members.
- Excellent written and verbal communication skills in both English and the iTaukei language including high level presentation and interpersonal skills, collaboration with donors and partners with excellent word processing, computer and administrative skills.
- Demonstrated experience in community-based adaptive management.

Remuneration

Salary range: FJ\$ 55,000 – 65,000 per annum based on qualifications and experiences.

Applications can be sent by email to Fijilmma@gmail.com with the Subject Heading “FLMMA Coordinator Position”. Please enclose a CV, three reference letters and a cover letter describing how you meet the selection criteria. Only shortlisted candidates will be contacted.

Applications Close: Friday 16th April 2016