



Director – Maio Biodiversity Foundation, Cape Verde

MAIO BIODIVERSITY FOUNDATION

The Maio Biodiversity Foundation (FMB) was established in 2010 to protect biodiversity on the island of Maio, one of the last remaining rural islands in the Republic of Cape Verde. Maio has pristine beaches, wetlands that support migratory and breeding birds, and a marine ecosystem that is one of the global biodiversity hotspots. Since its establishment, FMB rapidly grew to be one of the most successful conservation NGOs in West Africa. We have internationally recognised projects on marine protected areas, sea-turtle conservation, bird protection and ecotourism. FMB has strong links with local communities, and our projects are supported by local, national and international agencies. See further details at www.facebook.com/maioconservation

THE OPPORTUNITY

To continue this dynamic development, FMB is now looking for a Director to join our team in Cape Verde. We are looking for candidates with a vision to strengthen and expand FMB's activities. S/he must have experience in nature conservation and be keen to apply her/his managing skills to Maio. Tasks are varied and challenging, so that the individual must be adaptable and a strong team player. The Director's job will be supported by an excellent and enthusiastic team of Cape Verdeans and internationals that we have built up over the last 4 years. The Director's work will also be supported by an excellent network of national and international organisations, for example our partner Fauna and Flora International (FFI). Good working knowledge in English and Portuguese/Spanish is essential, and willingness to learn Creole will be expected.

TERMS AND CONDITIONS

Start Date:	April 2016, starting with a hand-over/ training probationary period
Duration:	1 year contract, of which 3 months are a probation period
Contract term:	Full time
Salary:	110,000 CVE per month or higher, depending on experience (for reference, living costs on Maio are about 40,000 CVE per month)
Location:	Maio Biodiversity Foundation, Cidade Porto Inglês, Maio, Republic of Cape Verde

JOB DESCRIPTION

Job Title: Director

Reporting to: Executive Board

General responsibilities

1. Direct and manage the team of program leaders and their activities
2. Responsible for office administration and overall finances
3. Human resources and marketing & communications
4. Draw road map with guidelines for year on year achievements as per commitment
5. Follow reporting systems and showcase impact made
6. Coordinate funding strategy and ensure the economic sustainability of activities
7. Communicate with the Executive Board, staff, local and international authorities & entities
8. Contribute to one specific FMB programme, if necessary

Requirements

9. Master's degree (or PhD) in any discipline, preferably in sciences or in management
10. At least three years of experience in the nature conservation, of which at least 1 year of experience in a senior management role
11. Demonstrable experience in monitoring & evaluation of projects and a good knowledge of data management
12. Track record of managing large teams (managing managers who lead teams)
13. Experience in project management
14. Good knowledge in the field of finance & staff training are an added advantage
15. Languages: very good Portuguese or Spanish, very good English (especially written)

Key competencies

16. Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and sustainability
17. Mature, credible, and comfortable in dealing with team members
18. A natural forward planner who critically assesses own performance
19. Relevant experience in field-level implementation of large scale projects and ability to motivate and achieve targets through team building
20. Ability to nurture and support team members and demonstrate by actually showing (hands-on person)
21. HR planning and deployment
22. Managing and putting together effective cost resources
23. Must be a competent writer of business letters, quotations and funding proposals

APPLICATION PROCESS

Applications, consisting of a cover letter explaining why you are applying for the position and relating your experience and skills to the role (max 2 pages), a full CV, and contact details of two referees should be in English and submitted via email to: elisa.dierickx@fmb-maio.org

The closing date for applications is **29 February 2016**.

Interviews are likely to be held week commencing 14th March 2016.

Candidates selected for interview will be contacted by email.

Only short-listed candidates will be notified.

Please mark your application 'FMB Director Position'