



PROTECTED AREAS COMMISSION

Terms of Reference

PROJECT COORDINATOR

I. Background

The Protected Areas Commission (PAC), which was established at the end of 2012 following the passage of the Protected Areas Act, 2011, is responsible for establishing, managing, promoting and expanding the National Protected Areas System (NPAS) in Guyana. The NPAS comprises both urban parks, and hinterland protected areas such as the Kaieteur National Park, Kanuku Mountains Protected Area, Shell Beach Protected Area and Kanashen Amerindian Protected Area.

A Strategic Plan has been developed for the Commission which sets out a strategy for effectively managing the NPAS and provides a framework for operationalizing the PAC's mandate over the next five years. An organisational structure has also been developed based on two logical directives; technical and administrative.

As the PAC transitions into this new organisational structure, and as funds become available for the implementation of the strategic and management plans, a process of reassigning roles and responsibilities across the organisation continues. The PAC, through the Government of Guyana has been successful in securing funds from the Government of Germany through the German Development Bank KfW to implement the third phase of the Guyana Protected Areas System Project (GPAS III). The Project consists of three main components focusing on infrastructure and equipment, land and resource use planning, and capacity development.

I. Job Description

General - *The Project Coordinator will:*

- Assist in the coordination and implementation of the PAC's work programmes and activities;
- Assist in the development of annual workplans, and the preparation of progress reports as required.
- Play a leading role in the development and implementation of projects under the PAC; particularly the GPAS III project.
- Liaise with the protected areas Site-level Managers and provide support for the execution of activities in and around individual protected areas as required for the implementation of project activities.
- Support the development and implementation of management plans for individual protected areas and urban parks;
- Represent the Commission at related national and international meetings as necessary;

- Participate in, and successfully complete, training activities organized by the Commission to improve his/ her skill base, and be willing to modify his/ her schedule to accommodate these activities
- Prepare and submit routine reports as required by Management in a timely manner.
- Assist with the routine activities of the PAC; and
- Undertake any other specific duties as may be assigned from time-to-time by the PA Commissioner or Deputy Commissioner or his/her designated representative.

Specific: The Protected Coordinator – (Planning and Monitoring Department) will be responsible for the implementation and technical management of the GPAS III project. They will also assist the Planning and Monitoring Department in the planning processes for the PAC, including strategic, management and operational planning. More specifically, the ***Project Coordinator – Planning and Monitoring will;***

- With support and direction from Technical Director manage the technical aspects of PAC's GPAS III project and relationships with respective donors and partners.
- Take the lead in the development of project related concept notes, proposals, meeting notes, site visit reports and other reports as necessary.
- Prepare and implement monthly and quarterly work plans as guided by the Project Operational Manual (POM) and General Operational Plan (GOP)
- Be responsible for coordinating the Project Implementation Team (PIT), preparing meeting minutes and executing specific roles as outline in the relevant project documents.
- Liaise with site level staff (Hinterland and Urban Parks), external partners and other project Staff in the timely collection of data, analysis and reporting of project activities. Work closely with the Administrative arm of the PAC (Finance/Procurement/logistics) to ensure effective delivery and management of the Project.
- Assist the Head of Department in annual operation planning, budgeting and reporting. This includes the development of templates and protocols and collaborative reporting with site level managers; and quarterly review meetings.
- Support the development and revision of PAC and NPAS relevant strategic and management plans, site level and operational plans.
- With support and direction from Technical Director seek out project funding opportunities that are aligned with the work of the PAC. Also be responsible for reviewing other project proposals to ensure there isn't duplication of efforts and activities as stated in the GPAS III project.
- Support the *Community Engagement and Education and Outreach Departments and Site Managers* in the preparation of community-centered activities, tools and publications

related to the GPAS III project. Assist with implementation of Department activities such as KAPS, Resource Use Mapping, land use planning and livelihoods projects which are to be funded by the GPAS III project.

- Support the *Research and Ecological Monitoring Department* in the implementation of monitoring activities e.g. overflights that are to be funded under the GPAS III.
- Be responsible for the procurement of project services and goods as well as the maintenance of project supplies in keeping with the required procedures and guidelines. Ensure maintenance of all files/ records related to the PAC's projects. Maintain an inventory of all project equipment.
- Be well versed in the GPAS III project documents, associated project agreements, project management procedures and reporting requirements.
- Be well versed in the rules and regulations of the Protected Areas/Urban Parks, and be responsible for explaining and enforcing these to any and all Protected Area users.
- Work proactively to maintain open and positive channels of communication with Third Party Donors/Partners, local communities and other stakeholders.

III. Characteristics of the Appointment

Type of Appointment: Individual

Duration: 2 years, renewable on the basis of performance

Place of Work: Protected Areas Commission,
National Park, Thomas Lands,
Georgetown, Guyana.

All Protected Areas are located in the hinterland and therefore it's expected that the successful candidate will spend at least 30% of their time working in and around the protected areas.

IV. Qualifications:

The **Project Coordinator** – *Planning and Monitoring* should have:

- i. A Bachelor's Degree in Business Administration, Project Management, Natural Resource Management, Community Development, Environmental Sciences, or a related field, plus three (3) years relevant work experience particularly in project management. A Master's Degree and/or more years of relevant work experience will be an added advantage.
- ii. Excellent oral, written and interpersonal communication skills is compulsory.
- iii. Self-management skills including ability to prioritize workload and work independently achieving results and commitment to meet deadlines is compulsory.
- iv. Experience using different planning tools for example, logframes, concept models, problem tree analysis, open standards etc.
- v. Experience in project design and management as well as grant writing

- vi. Good contextual knowledge of regional, national and global conservation, protected areas and biodiversity issues will be an asset.
- vii. Field experience and understanding of indigenous issues, community development and procurement processes would be an asset.
- viii. Good computer and analytical skills.
- ix. The ability to travel frequently and for extended periods to remote areas of Guyana

V. Reporting:

The **Project Coordinator** will report to the Deputy Commissioner/Technical Director.

VI. Compensation Package

The contract will be for a two (2) year duration and will be subject to six-month appraisals. The compensation package is negotiable but cannot exceed specific scales currently in place for Commissions.

VI. Availability

The successful candidate for the position should be available within one month of acceptance of the offer of employment.