



Terms of Reference

Programme Manager, Mediterranean Region

May 2016

Based: In MAVA offices in Gland, Switzerland, with frequent travel to the Mediterranean Basin and occasionally outside of the region

Reports to: Programme Director, Mediterranean Region

Type of position: Full time

Starting date: ASAP

Background

The MAVA Foundation is a family-led philanthropic foundation that promotes biodiversity conservation. MAVA provides financial support to partner organisations – mostly NGOs – that implement conservation projects via four priority programmes: the Mediterranean Basin, Coastal West Africa, Switzerland, and Sustainable Economy. In addition MAVA supports projects via its global portfolio. The work of the foundation is managed by a small team based in Gland, Switzerland, with a satellite office in Dakar, Senegal.

2022 will be MAVA's last year of granting, and the foundation has just developed its strategy for its last period of activity, 2016-2022. MAVA is now looking for a Programme Manager to join its Mediterranean team (currently made of 1 programme Director and 1 Programme Manager) in supporting the implementation of its 2016-2022 Mediterranean strategy.

The Mediterranean Programme aims to limit threats to biodiversity in freshwater river basins, coastal and island wetlands, coastal marine habitats and cultural landscapes throughout the Mediterranean basin. It also focuses on reducing the most prevalent threats affecting four groups of species (migratory birds, vultures, lynxes, and marine turtles) and on diminishing the detrimental effects of artisanal fisheries on high trophic level fish species.

Role

Under the supervision of the Programme Director, the Programme Manager is responsible for developing then overseeing a portfolio of projects that will deliver on the freshwater and terrestrial aspects of the Mediterranean programme strategy.

Specific focus will be on the conservation of biodiversity and sustainable management of water in selected freshwater basins, the promotion of cultural landscapes supporting high levels of biodiversity, and the reduction of poisoning, collision risk with power infrastructures, and illegal killing for four target species groups.

The Programme Manager will also second the Programme Director in the implementation of a certain number of relationships with international NGOs operating in the region and with which MAVA maintains close and strategic links.

Outside of the Mediterranean region the Programme Manager will directly manage a small number of global and trans-regional projects.

On a needs-driven basis the Programme Manager will participate in special projects and activities at Mediterranean Programme level and at Foundation level.

Key functions

Contributes to the implementation of the Mediterranean Programme (80%)

- Manages the implementation of the 2016-2022 portfolio of projects related to freshwater basins; cultural landscapes and terrestrial and freshwater species by:
 - Taking a leading role in the development of the action plans for the areas of work listed above
 - Energising the community of partners contributing to these outcomes, nurturing co-creation and supporting collaborative delivery
 - Working with partners on the solid design of project clusters, and supporting project implementation to ensure quality of results
 - Tracking performance of projects contributing to the outcomes, organizing and overseeing external evaluations as needed; collaborating with the MAVA Evaluation and Learning Officer on monitoring of impact delivery
 - In collaboration with the Organisational Development Manager contributing to the strengthening of selected partner organisations
 - Developing and maintaining a network of relevant experts
 - Keeping up to date with developments and initiatives in fields of interest for the programme.

- Takes an active part in the running of the Mediterranean programme by:
 - Collaborating closely with the other Mediterranean Programme Manager where areas of synergies exist between their respective portfolios
 - Participating in the day-to-day implementation of the programme e.g., preparation of documents for allocation and board meetings, organization of and participation in key regional meetings, receiving visits from partners, supporting the management of programmatic relationships, implementing special projects.



Supports some transversal and global activities of the foundation and contributes to its overall functioning (20%)

- Directly manages individual projects in the global portfolio, contributing to project design, performing evaluations of progress as well as final and closing evaluations of projects.
- Builds synergies with other programmes of the foundation around common themes related to landscapes, freshwater and species issues (e.g., migratory birds)
- Supports overall foundation-level work e.g., as needed or requested by the Programme Director, contributes to administrative, financial and communication tasks, prepares and reviews internal documents, participates in internal meetings and team dynamics.

Profile

Education and Work Experience

- ➔ At least a Master's degree in biological or environmental sciences, natural resource management, environmental economics or similar fields
- ➔ At least 10 year of experience in project implementation and/or supervision at international level, preferably in the Mediterranean
- ➔ Significant experience with freshwater and/or landscapes issues
- ➔ Strong knowledge of Mediterranean conservation challenges, and understanding and appreciation of Mediterranean culture.
- ➔ Experience in portfolio management and in leading multi-actor dynamics preferred

Skills

- ➔ Strategic thinking
- ➔ Strong analytical skills, with the ability to synthesise complex information
- ➔ Excellent communication skills are essential, both orally and in writing.
- ➔ Perfect command of English and French mandatory; knowledge of additional Mediterranean languages appreciated
- ➔ Ability to perform well in multicultural contexts and to interact appropriately with a broad variety of actors (from community members to ministerial representatives)
- ➔ Team player

To apply for this position please send by June 6th 2016 a cover letter, a detailed CV, and the contacts of three references to: Laurianne.demierre@fondationmava.org