

## JOB OPPORTUNITY

# Sustainable Landscapes Project Director

### SUMMARY:

The Sustainable Landscapes Project Director (SLPD) is responsible for the close management and technical oversight of all project activities to achieve outputs/outcomes and of creating and executing an exit strategy of the ***Conservation and Sustainable Use of Biological Diversity in Priority Landscapes of Oaxaca and Chiapas GEF 6 (the project)***. The SLPD leads the planning, execution, monitoring, reporting, and closing of all project components with their respective outcomes/outputs and ensures consistent practices throughout the last phase of the project life cycle in close communication and coordination with CONANP as co-executing agency to achieve the project targets. He/she is responsible for the follow up of the strategic partnerships and agreements with communities, federal and state governments, and private sector, overseeing the project partners in kind counterparts and collaboration.

The SLPD will be responsible for the following:

- Supervise, lead, and follow up project outputs/outcomes with the standard of quality and within the specified constraints of time and cost as outlined in the project document.
- Follow up in an effective way with the co-Executing Agency CONANP, as well as government and private sector partners, and CI-GEF Project Agency regarding all the project activities, outputs and exit strategy to successfully close the project meeting the expected targets.
- Develop and facilitate communication with their technical team to design and establish goals for the appropriate execution of the project.
- Coordinate and facilitate both the steering committee and the technical committee strategic meetings and follow-up, as well as any special committee established for the development of the project, designing innovative solutions and creative problem solving between groups and individuals.
- Collaborate, seek alignments, and follow up with projects from other donors and organizations working in these landscapes to advance joint goals in biodiversity conservation, market driven sustainable production and accessing sustainable financing.
- Establish project management practices and procedures to solve problems of moderate scope and complexity.
- Supervise and manage the existing project team to ensure achievement of the project's biodiversity conservation goals.
- Follow up with sub grantees to achieve the established goals.
- Oversee and deliver in a timely manner and accurate monitoring and reporting of project progress in line with CIGEF requirements. This includes the preparation of quarterly technical and financial progress reports, annual Project Implementation Reports (PIRs), annual work plan and budget, final report, and independent terminal evaluation, to be submitted to CONANP, national counterparts and CI-GEF Project Agency for approval.

- Work closely with the project's finance manager to ensure appropriate execution of activities and budget.
- Liaison with the CI-GEF Project Agency for updates and address potential issues and opportunities related to the project implementation and reporting. Facilitating communication and work with the Agency.
- Oversee execution of the Project Grievance Mechanism as well as of the social and environmental safeguards.
- Follow up with partner organizations on the financial mechanisms to ensure the sustainability of the Project.
- Carry out regular, announced, and unannounced inspections of all sites and activities, and plans in conjunction with the team travels to different sites.
- Implement an adaptive management strategy as needed.

### **KEY RESPONSABILITIES:**

- Project Management Unit leadership, purpose, and vision:
  - Supervise and support Landscape Managers to achieve outcomes, outputs, and activities. Lead the field technical team of the project and provide leadership in team building including support to the professional development and annual evaluations.
  - Facilitate a healthy collaboration withing the team as well as with CONANP staff, to ensure a multi-institutional team in the execution of the project.
  - Engage in frequent, in-person dialogue with team members and with the technical director.
  - Provide regular updates on all relevant topics, showing leadership and overall direction and coordination for all activities and facilitate and support.
  - Ensure efficient support in technical guidance to staff to ensure progress is made towards achieving their own deliverables.
  - Promote transparency and collaboration in decision-making and facilitate opportunities for the professional growth of staff when possible.
  - Follow up the directions of action plan of the landscapes in charge to deliver the conservation strategy of the projects.
  - Formulate high quality terms of reference for the issuance of contracts and grants considering: 1. Alignment to the objectives, 2. Adequate planning in the deliverables, 3. Clear and coherent to the results to be obtained, all the above to comply with the processes and times of the procurement area.
- Achieve project outcomes and outputs:
  - Supervise project implementation and exit strategy based on annual work plans and budgets.
  - Ensure conditions for the proper monitoring and evaluation of the project in Mexico.
  - Supervises timely reporting through the work planning tools to CI-CONANP and the CI-GEF Project Agency.
- Follow up with building strategic relationships with project partners and the preparation of high-quality proposals in response to funding opportunities and donor requirements to ensure Project financial sustainability.
- Follow up co-financing targets to achieve projects commitments by providing support to CI-CONANP team in the relationship with donors during project implementation, donor cultivation and proposal development processes.
- Alliances and strategic partnerships:

- Maintain the establishment of excellent working relationships with the project partners in Chiapas, Oaxaca, Mexico City and internationally including private sector, NGO 's and other civil society organizations, academia and relevant Government agencies including SEMARNAT, CONANP, CONAFOR, CONAGUA, INECC, SADER, BIENESTAR, state governments, municipal governments with the aim of achieving project outcomes, matching funds, communication, and strategic collaboration in the field.
- Operational Excellence and cross-collaboration with other projects and programs:
  - Ensure full accountability for operational excellence through responsible financial leadership, promoting strategic organizational initiatives, proactively communicating to staff, ensuring timely resolution for areas of risk and liability to CI, as well as setting a tone of compliance, in procurement processes.
  - Maintain accountability and full compliance for CI's and CI-GEF's policies and procedures, enforce and ensure adherence with local laws, and resolve 90% of audit findings within 180 days (where applicable).
- Contribute to the project management of other relevant projects managed by Conservation and Sustainable Use of Biological Diversity in Priority Landscapes.
- Responsible to take input from a cross functional project teams to develop and maintain a detailed project schedule and execute a high quality, integrated cross-functional plan for projects.

## **EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES:**

**Required** (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

### **Education:**

MSc or higher in environmental sciences or sciences related to sustainable rural development.

### **Experience:**

- At least 5 years of proven experience in project management and supervision with an adaptive management approach.
- At least 5 years of experience in engagement and strategic partnership development with key stakeholders that are not from the environmental sector, in the context of a complex project implementation.
- Proven experience in fundraising, implementation and oversight of monitoring and evaluation and impacts of projects (conservation, economic and human wellbeing).
- Experience working with sectors like agriculture, economy, financial institutions, and the private sector in Mexico.
- Experience in design and implementation of strategic intervention annual plans and strategic planning.
- Demonstrated analytical capacity to work in a complex and dynamic environment.
- Good team building work and leadership skills with large teams.
- Proven experience managing terrestrial and/or coastal projects.
- Proven experience in building and managing effective teams, located in more than one geography.
- Proven experience in Mexico's public sector regulatory framework and functioning.
- Solid fundraising experience and demonstrated experience leading the implementation of international/multilateral funded projects like GEF, USAID, and/or any other major bilateral or multilateral donors.
- Demonstrated ability to deliver high quality products subject to strict deadlines.
- Experience with the execution of environmental and social safeguard management plans.
- Excellent oral and written communication skills in English and Spanish.

- Proven track record in writing skills including technical reporting for donors, communicating results to a general audience and peer reviewed publications.
- Working experience in rural regions of México with proven abilities to adapt to and understanding of the various socio-cultural contexts and working conditions across rural landscapes in the country.
- Emphasis in applied knowledge of science and adaptive management approaches for project and team oversight.
- Demonstrated experience in managing multi-million, multi-year projects.
- Proven ability in broad outreach, including building, maintaining, and managing diverse partnerships ranging from international donor agencies to local civil society groups.

#### **Abilities:**

- Capacity to build strong relationships and negotiate with people from any socio-cultural and economic background.
- Solid negotiation skills with actors from the productive, financial and development sectors based in Mexico City.
- Outspoken and outgoing personality. Proper physical condition for traveling on rural areas as well as good physical capacities to work on rough terrain,
- Good capacity to overlook a situation in a short time and make decisions based on existing data.
- Experience on conflict resolution.
- Strong interpersonal skills and excellence in teamwork.
- Demonstrated ability to work under pressure while meeting priorities.
- Plan activities using time efficiently in developing realistic work plans.
- Creativity for project design and problem solving in a context of multi-million, multi-year, multi-state projects.
- Delegates efficiently: assigns work and shares authority to develop activities, sets objectively verifiable goals expectations; evaluates and monitors achievements.
- Passion for the conservation of nature and the benefits it provides to people.
- Leadership: inspires and motivates others to perform well and is available for employees, accepts and provides feedback regularly, includes the team in planning and decision-making, facilitates and develops subordinates' skills and encourages their growth.
- Computer skills: Word, Excel, PowerPoint, e-mail, Internet. GIS skills are desirable.

#### **Preferred:**

- Experience working with international NGOs in Mexico.
- Experience working with CONANP-SEMARNAT and in NPAs.
- Good understanding of government programs and public policy, as well as public policies in general related to the environmental and rural sectors.
- Good understanding of value chains, sustainable production (terrestrial and marine), financial mechanisms, land-use planning, and governance in a context of conservation.
- Experience working in the private sector.
- Experience managing co-financing for projects.

#### **SUPERVISORY RESPONSIBILITIES/AUTHORITY ALLOCATED:**

The SLPD reports to the Mexico Technical Director and supervises the technical team of the project and the operations team. This position has the authority to make decisions in the context of the project planning.

#### **WORKING CONDITIONS:**

- This position is based at CI office in Mexico City, Oaxaca, or Chiapas.
- The position requires frequent (60% or more) domestic (including trips on rural roads) and international travel.

**OTHER:**

- Ability to work under pressure.
- Confidence and ability to develop good working relationships with all relevant conservation partners, private sector executives and government officials.
- Networking ability and facilitation skills.
- Skills for conflict resolution

**APPLICATION PROCESS:**

Candidates who meet the requirements, please send your CV with relevant experience to:

**Email:** [talentohumanocimx@conservation.org](mailto:talentohumanocimx@conservation.org)

**Subject:** "Project Director – Sustainable Landscapes Project"

**Deadline to apply:** July 7, 2023

