



Expression of Interest
Consultancy vacancy- Project Assistant
for "Mami Wata –Enhancing Marine Management in West Africa"

Mami Wata (www.mamiwataproject.org) is a partnership project funded by Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety of the Germany (BMUB). The project is implemented by the Norwegian foundation GRID-Arendal (www.grida.no) and the Abidjan Convention Secretariat (www.abidjanconvention.org).

The project provides a series of closely linked outputs developing, pilot-testing and applying tools, methods and processes for integrated ocean management (IOM), including Ecologically or Biologically Significant Marine Area (EBSA) information, Marine Spatial Planning (MSP) and State of the Marine Environment Reporting (SoME).

The project will be implemented in the countries of the Abidjan Convention.

Description of tasks

Under the supervision of the Project Coordinator in Abidjan, the successful applicant will undertake the following tasks:

- a. Provide assistance in supporting the project's activities planning and implementation.
- b. Collaborate with programme/project managers at GRID-Arendal and the Abidjan Convention Secretariat on performance reporting; liaise with relevant parties on the interpretation of the activities/services scheduled in the Programme of Work and various planning instruments.
- c. Draft correspondences and communications related to all aspects of the programme/project administration, including work plan and budgets, revisions and other related issues, perform other related duties as assigned.
- d. Draft concept notes.
- e. Support communication of the projects information to governments.
- f. Support the project's communication team at the Abidjan office: create content for the website.
- g. Translate information and documents in French and English.
- h. Administrative work: organize workshops, travel, logistics and communication.

The above activities will be implemented in collaboration with GRID-Arendal, as well as national partners. The position requires the ability to perform the duties described above in an independent manner, with limited supervision and assistance from support staff.

Technical skills:

- **Communication:**
 - Speak and write clearly and effectively in both French and English language
 - Demonstrate openness in sharing information and keeping people informed
 - Be enterprising, strength of initiative
 - Excellent interpersonal skills

- **Professionalism:**
 - Ability to identify and resolve a range of issues/problems
 - Multitasking
 - Show persistence when faced with difficult problems or challenges
 - Remain calm in stressful situations
- **Team work:**
 - Work collaboratively with colleagues to achieve organizational goals
 - Place team agenda before personal agenda
 - Share credit for team accomplishments and accept joint responsibility for team shortcomings
- **Planning organizing:**
 - Identify priority activities and assignments
 - Adjust priorities as required
 - Ability to organize event and follow-up with contracting parties

Education:

Applicants should have completed a Master of Arts related to environmental studies, sustainable development, political sciences, or a similar field.

Language:

Fluency in English and French is required. Knowledge of another UN language is desirable.

Work Experience:

A minimum of 1 year of experience in project management, environmental policies, communication, and administrative support to multi-partner projects is required.

Work experience in a UN organisation, preferably in the region of the Abidjan Convention, would be considered an advantage.

Duration: 11 months, February - December 2020

Workplace: Offices at Abidjan Convention Secretariat, Côte d'Ivoire, Abidjan

Type: Independent Consultancy Contract

Requirements for submitting an Expression of Interest

Interested candidates should include the following in their application:

- Application should include a cover letter (1-page max) and curriculum vitae (including contact details of at least 2 referees for which similar work has been undertaken)
- Your daily rate (in USD) which would be valid for any assignment entered into within the following the contractual period.

Consultants will be selected based on demonstrated expertise and cost.

Application:

Consultants that are interested please send your application to: hr@grida.no, by close of business on

10 January 2020. Please mark in the subject: **Consultancy vacancy – Project Assistant for Mami Wata.**

For further information, please contact Project Manager:
Christian Neumann, email: Christian.Neumann@grida.no.

We thank you for your interest.