



SEYCHELLES CONSERVATION AND CLIMATE ADAPTATION TRUST (SeyCCAT)

Vacancy

Seychelles' Conservation and Climate Adaption Trust (SeyCCAT) invites applicants for the position of Project Coordinator. The Project Coordinator will support the MSP core team and participate, as is required, in steps to support finalization and implementation of the MSP. The Project Coordinator will be reporting to the SeyCCAT's Project Manager with technical support from the TNC's Seychelles Marine Spatial Plan Initiative Project Manager. The key responsibilities will be to coordinate closely with the Government of Seychelles, relevant agencies, the MSP committees and working groups, all NGOs and corporate stakeholders, to help deliver on the objectives of the grants.

The Project Coordinator will be responsible for the overall implementation of projects including contract management, and the supervision of the sub-contracts and consultants.

The role is for a fixed term of 2-years for a full-time role with SeyCCAT, with possibility for extension.

Background

The The Seychelles' Conservation and Climate Adaptation Trust (SeyCCAT) is an independent, public-private Trust Fund currently managing more than US\$ 25 million. SeyCCAT strategically invests in ocean stakeholders to generate new learning, bold action and sustainable blue prosperity in the Seychelles.

SeyCCAT's focus is to support the implementation of the MSP and the marine protected areas. SeyCCAT is seeking an experienced project coordinator to manage projects and coordinate with ongoing implementation.

Qualification and Knowledge

- Post Graduate Degree or (BSc Degree with minimum 5 years' working experience) with significant related working experience in biodiversity Finance or economic, Ocean and Coastal Management/Governance, Environmental, Natural Resources or Marine Ecosystems Management or Environmental Engineering or related. Experience
- Minimum BA or BSc in environment-related studies or other related disciplines field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years project management experience;
- Knowledge and understanding of the relevant environmental issues in Seychelles, good leadership, coordination, communication, and facilitation skills are essential. Good understanding of the Seychelles' environment/development;
- Experience in working in a donor-funded project environment, preferably with experience in project management, and a willingness to learn management systems.
- Demonstrated experience in working with government or international institutions.

SeyCCAT

SEYCHELLES' CONSERVATION AND CLIMATE ADAPTATION TRUST
Oceangate House, Room 109, Flamboyant Avenue, Victoria, Mahe, Seychelles.
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- 5 years of relevant experience at the national or international level involving multi-stakeholder projects and partnership development.
- Extensive experience in research and policy-level analysis.
- Some experience in design, monitoring and evaluation of development projects.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

Skills

- Excellent inter-personal skills and proven ability to promote teamwork among individuals and groups that may not easily collaborate with each other;
- Fluency in English is essential and a working knowledge of Creole will be considered an asset;
- Excellent communication (Written and Oral) Skills;
- Planning, coordinating and organizing – Ability to establish priorities and to plan and coordinate work; ability to effectively coordinate a multi-stakeholder project;
- Communications - Excellent communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives, farmers and communities;
- Teamwork – Ability to lead, manage and motivate teams including international and local consultants and other stakeholders to achieve results;
- Fully Computer literate

Language requirement

- Fluency in written and spoken English. Fluency in French and Creole is an advantage.
- Excellent communication skills, both spoken and written in English required.

Interested candidate should consult the **full detailed Terms of Reference**, available in electronic form from the e-mail address below, prior to preparing their application.

Upon reviewing the Terms of Reference please send job application (cover letter and CV) to the email (info@seyccat.org) or by post to Seychelles Conservation and Climate Adaptation Trust, Room 109, 1st Floor, Oceangate House, Victoria

Deadline for submission: 16th August 2024, at 5 PM.

Note: Only shortlisted applicants will be contacted