



MALTA
57/28, Abate Rigord Street, Ta' Xbiex MALTA

Job Description for the post of LIFE Project Manager

This is a full-time position as Project Manager as part of BirdLife Malta's soon to be launched new LIFE PanPuffinus project. The prospective candidate shall be responsible for managing this project, ensuring all deliverables and milestones are fulfilled adequately and in time, with respect to agreed deadlines with the LIFE unit, EASME, project co-financers and project beneficiaries.

The post will be based at our Malta offices, with occasional travel to project partner countries in Portugal, Spain, France and Greece, as well as to similar LIFE projects across Europe as necessary, and liaison with our BirdLife International partners.

The ideal candidate shall have experience in managing projects of a similar nature and an ability to tackle multidisciplinary aspects of the project related to the conservation of the subject species – from liaising with the fishing community, ornithologists, general public, government and international authorities.

Job Title:	Project Manager
Department:	Conservation
Location:	BLM offices, Malta
Post holder reports to:	Head of Conservation
Reporting to post holder:	Project Wardens & Project partner officers
Period job offered:	Minimum 2-year contract with possibility of renewal up to 5years.
Overall purpose of job:	<p>Deliver the project according to set deliverables and milestones.</p> <p>Report regularly progress to LIFE Unit and EASME</p> <p>Manage a project team with specific tasks in Malta related to the conservation of the Yelkouan Shearwater across local seabird colonies</p> <p>Manage an international project team of partners, following progress in their actions and guiding them towards achieving the project targets.</p> <p>Monitor expenditure and wise use of project resources of project beneficiaries.</p>
Main duties:	<p>Implementing the project's management structures</p> <p>Maintaining project management framework</p> <p>Setting up Steering Group, organising regular SG meetings and documenting decisive outcomes</p> <p>Setting up Technical Advisory Group and organising regular TAG meetings and documenting decisive outcomes</p> <p>Organising regular staff and Communications Group meetings and documenting decisive outcome</p> <p>Acquiring relevant permits from the authorities</p> <p>Producing relevant reports on time</p> <p>Assuring the documenting of time keeping (time-sheets) of all project staff</p> <p>Line managing staff appointed under the LIFE PanPuffinus Project</p> <p>Supporting BLM Finance Manager and Project Administrator with managing the project budget</p> <p>Leading on and overseeing all preparatory, conservation and monitoring actions in the field and in the office</p>

	<p>Making sure that all preparatory and conservation actions are scientifically sound and follow best practice procedures</p> <p>Attending stakeholder meetings, workshops and conferences</p> <p>Networking with other projects and conservation scientists</p> <p>Maintaining regular contact with EU Life representatives (EASME, European Commission)</p> <p>Representing the project at public events and on media</p>
Challenges:	<p>May require periodically working long hours including weekends and public holidays as necessitated by fieldwork/research activities</p> <p>May need to address public events such as press conference, radio & tv interviews</p>
Basic Requirements (Only applicants who can demonstrate these qualities may be considered)	<p>Three years experience in managing projects of considerable financial value/conservation outputs</p> <p>A degree in natural or political sciences, management, or similar disciplines</p> <p>A valid driving licence</p> <p>Good grasp of written and spoken English</p> <p>Sound skills in using MS Office, email communication and web usage</p> <p>Knowledge of modern communication tools in the field of conservation</p> <p>Clean police conduct</p>
Desirable Qualities/Skills	<p>A Masters degree in conservation, zoology, ecology or fisheries sciences</p> <p>Experience in developing and/or managing LIFE projects</p> <p>Experience and expediency in leading a team of staff and volunteers</p> <p>An international valid licence to ring birds</p> <p>Abseiling skills</p> <p>Boat-driver license</p> <p>Knowledge of other partner languages (Maltese will be considered an asset)</p> <p>Experience in working or volunteering within the BirdLife partnership or similar NGO environment</p> <p>Good interpersonal and communication skills</p>