



Operations Manager

Next vacancy: October 2013

ReefDoctor requires one enthusiastic person to join its marine conservation work based in the Bay of Ranobe, part of the coral reef system of Southwest Madagascar the 3rd largest coral reef system in the world.

We are looking for someone who is experienced in the field of project and or business management, marine conservation and/or social development project coordination, to oversee the companies' operational and management activities and coordinate staff and volunteers ensuring projects aims and objectives are met safely and effectively, Position is open to applicants from July 2013 with the successfully applicant arriving in Madagascar by the beginning of October 2013 or earlier

In general, as the appointed Operations Manager, you will be responsible for core operational and staff issues including the logistics of all programmatic, research and volunteer activities towards the Company's objectives. You will work under the Executive Director and alongside other long term staff who will support your role by managing the day-to-day logistics of coordination between science, management, educational, socio-economic and volunteer programme objectives.

The employee is also the primary manager of the Volunteer Coordinator and staff interns and the employee is charged with ensuring communication and coordination between the science (and all other objectives) and volunteer programmes to ensure the volunteer programme is meeting the Company's objectives.

The Operations manager will be managing and working alongside a core team that includes, international and national science officers, dive officer, education officers, socio-economic officers, external researcher, science interns, students from the Madagascar Marine Institute (IHSM) and 4-12 Volunteer Research Assistants (volunteer ReefDoctor program) in a fully operational coral reef monitoring, education and conservation programme.

This position is a 12 month contract with the possibility to extend thereafter

The job involves the main following activities:

Managerial

- Act as overall manager for the project, its activities, all staff members (International and Malagasy), students and volunteers and uphold and enforce all regulations and the Disciplinary Rules and Procedures set down by the Company
- To organise all International and Malagasy staff members to ensure they are fulfilling their job descriptions

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- To ensure the project objectives laid down by the Company are being fulfilled
- To support the in-country Director for the conduct of all contractual staff activities and those on outside project activities (collaborative/contractual) with other NGOs, Ministries and Institutions
- To uphold and enforce the rules and regulations set down by the Dive Officer to all company members and volunteers
- To conduct quarterly performance reviews of International and professional Malagasy staff members and negotiate salary increases
- To be aware of and to uphold Malagasy law with respect to labour laws, research activities, dive operations and other relevant legislation
- Efforts to maintain a high morale in staff and volunteers

Operational

- To oversee financial control (alongside the in country Director) for all aspects of project and project operations in Madagascar and ensure complete transparency of all monetary and in-kind transactions – including financial reporting, accounting, reimbursement and budgeting
- To support the Director(s) with identifying, preparing and submitting funding applications, or undertaking fundraising efforts
- The person responsible for the creation and sending of all communication packages to UK-based Directors
- To support the Directors on work with in-country partners (project objectives, budgets, project implementation, financial reports, presentations etc.), and ensure other staff undertake their duties on any collaborative project.
- To ensure weekly staff meetings are being held (and chaired) with minutes taken and filed and ensure adequate coordination of resources between science, dive training and volunteer programme priorities e.g. boat/equipment/personnel/fuel requirements/volunteer lectures/training needs etc
- To update the company's rules and regulations concerning company equipment and ensuring these are relayed and enforced to all staff, students and volunteers
- To enforce to all international staff members the ReefDoctor Communications Plan and remind staff of their reporting responsibilities
- To be responsible alongside your Malagasy colleague for purchasing the supplies and materials for all project programs and day to day general living

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requirements

- Conducting regular risk assessments and reporting any possible hazard from project equipment and/or buildings
- o be responsible for all company equipment and property (i.e. books, science journals, furniture, vehicles etc), its maintenance, repair and replacement day to day use/storage and to keep a ReefDoctor inventory, updated continuously and reviewed in quarterly
- To ensure all contacts, information etc. is recorded on a daily basis and this information placed into a database/filed appropriately
- To be responsible for the management of ReefDoctor's Volunteer programme and ensure staff interns and/or Volunteer Coordinator are conducting their required duties towards this program
- To help the volunteer coordinator prepare objectives and plans for upcoming 12-week Volunteer expeditions
- To regularly check in with Volunteer Coordinator and Science Team during volunteer expeditions to ensure Expedition is meeting its objectives
- To train incoming Volunteer Coordinator/Staff Intern on their responsibilities towards the Volunteer programme
- To ensure the ReefDoctor **Volunteer Evaluation Policy** is upheld and that Volunteer suggestions, complaints etc are relayed to management and dealt with accordingly
- In the absence of an intern or volunteer coordinator, the PM will assume their responsibilities with support from the other staff
- To create duties on camp for the staff and volunteers to ensure the overall cleanliness of project equipment and materials and the hygiene of the staff and volunteers.

Science

- Develop fish, benthic, invertebrate, seagrass and other identification skills to the required level for ReefDoctor survey activities as instructed
- Participate in survey and research activities (using the pre-designed methodologies) for the project and record and write up data and survey results as defined by the project's head science officer/Director
- Assist with training Volunteers and Employees of the Company in ReefDoctor survey and research methodologies
- Assist with translation of reports from English to French and vice versa as required
- Prepare scientific proposals in French and English with guidance from Science Team

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General:

- To produce resources with the express purpose of communicating ReefDoctor objectives to our stakeholders (village, partners, tourists, fishermen etc) and regional, national (NGOs, ministry reports) and international (via website, emarketing, blog, etc).
- To work alongside your education and development colleagues to further the company's socio-development and education objectives (e.g. helping to write activity plans, data collection, community liaison, documentation and analysis, report writing, and presentations of results etc.)
- To conduct outside activities to your job description (e.g. English classes, education of staff and volunteers, marketing of projects to international community etc.) when asked for by the Company.

Additional camp activities that the employee is expected to ensure their colleagues have undertaken and to which you are also responsible for undertaking:

- Help with the weekly re-supply to Toliara
- Keeping staff house clean and liveable
- Organising activities for volunteers with staff intern/s
- Ensuring ReefDoctor Safety regulations are adhered to at all times

Applicant Requirements

Outlined below are the requirements personnel need to have to apply for the Operations manager position at our site in Ifaty Madagascar.

- Aged over 25
- Practical management and leadership experience
- Experience working to tight timescales and with limited budgets
- Managerial experience working with small project teams and the ability to motivate people
- Financial planning and accounting skills
- General computing skills using Microsoft Word, Excel, Access, PowerPoint and Publisher
- Ability to speak and read French at an advanced level
- Adaptable with good practical problem solving skills
- Ability to work in basic conditions with limited facilities
- Ability to work under pressure to deadlines



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- PADI Advanced Open Water certification or above
- Experience working in tropical environments
- Driving licence (International)
- Your own full set of dive equipment
- Physically fit with full valid diving medical.
- Financial ability to pay the cost for your international return flight to Madagascar and one domestic flight to the south of Madagascar
- Financial ability to cover standard travel, dive and medical insurance (to be reimbursed on completion of your contract)

Applicant Receives

- Reimbursement of diving medical insurance, standard dive equipment insurance and standard travel insurance on completion of the full term of the contract
- Accommodation, food, electricity, materials etc. for project and general activities in Ifaty and Toliara
- Free internal transport
- Working liability cover
- Salary of £75 per month
- Internet access
- Four weeks paid holiday
- Scuba training and certification to PADI Rescue Diver and EFR and Dive Master

What you will gain from the work

We hope that by working on our project you will gain experience in hands-on conservation work and gain:

- Team building skills
- Organisational and management skills
- Knowledge of marine survey work and data collection
- Knowledge of coral reef fish and invertebrate identification
- Experience of liaising and working with NGOs, government departments and other institutions to implement research, management and social development and education programs
- Management experience with International and Malagasy staff members and International volunteers
- Opportunities to gain in-depth scientific knowledge of marine and associated habitats



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- A greater awareness of conservation and resource management issues facing local communities and foreign tourists in developing countries

The job is on a voluntary basis but the applicant will have to sign a standard employment contract on acceptance.

Please send your CV and a brief covering letter to Roderick Stein-Rostaing at staff@reefdoctor.org

Thank You