



Project coordinator

Next vacancy: Nov/Dec 2007

ReefDoctor requires one person to oversee and manage our activities in Ifaty, southwest Madagascar. We look for enthusiastic people experienced in the field of scientific project management and/or marine conservation work/research, to provide leadership and management for the Reef Doctor.Org project site in Ifaty.

**This position is a 12 month contract**

The job involves some of the following activities, though this list is not considered exhaustive:

- To act as the overall leader for the project, staff members (international and Malagasy) and volunteers and uphold and enforce all regulations and Disciplinary Rules and Procedures set down by the company
- To ensure the project objectives laid down by the company are being fulfilled
- To act on behalf of Reef Doctor.Org Ltd in all dealings with the IH.SM and University of Toliara for the Project and its activities.
- To be responsible for the management of ReefDoctor's Volunteer Research Assistant programme
- To be responsible for maintaining regular contact with NGOs, government ministries, and local institutions to convey our project objectives and achievements
- To work with other NGOs, government ministries and local institutions in collaborative projects and be the person responsible for ensuring that ReefDoctor's responsibilities/duties are fulfilled
- To participate in community liaison with the local villagers and act as the person responsible for the project on behalf of Reef Doctor.Org Ltd.
- To organise all international and Malagasy staff members to ensure they are fulfilling their job descriptions
- To ensure all staff and volunteers understand their role and have appropriate resources to complete their work
- To be responsible for the conduct of all contractual staff and those on outside project activities
- To be responsible for financial control of all aspects of the budget for the project site in Ifaty in accordance with current guidelines and to produce monthly financial reports for the directors
- To be responsible for all company equipment and property (i.e. books, science journals, furniture, vehicles etc), its maintenance, repair and replacement and keep an up-to-date inventory
- To participate in survey activities (using the pre-designed survey methodologies) for the project and record and write up data and survey results as defined by the project's science officers
- To ensure that day-to-day camp life runs smoothly

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## Applicant Requirements

Outlined below are the requirements personnel need to have to apply for the voluntary Project Coordinator position at our Ifaty site in Madagascar.

- Aged over 25
- Masters Degree or higher in a science field (preference to those in tropical marine ecology) and/or experience in a relevant field such as community based conservation
- Demonstrable Project management experience, including working to tight timescales and with limited budgets
- Managerial experience working with small project teams and the ability to motivate people
- Staff management experience
- Financial planning and accounting skills
- Data analysis skills including using SPSS, PRIMER and Mini-tab
- General computing skills using Microsoft Word, Excel, Access, PowerPoint and Publisher
- Ability to speak, read and write French at an advanced level
- PADI Advanced Open Water certification or above
- Experience working in small teams in isolated, tropical environments
- Driving licence (International)
- Your own full set of dive equipment
- Physically fit with full valid diving medical.
- Adaptable with good practical problem solving abilities
- Ability to work in basic conditions with limited facilities and diet
- Ability to work under pressure to deadlines and within limited budgets.
- Financial ability to pay the cost for your international return flight to Madagascar and one domestic flight to the south of Madagascar (to be reimbursed on completion of your contract)
- Financial ability to cover standard travel, dive and medical insurance

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## Applicant Receives

- Reimbursement of total cost of International/domestic flights on completing the full term of the contract
- Accommodation and food in Ifaty and Toliara
- Free internal transport
- Diving medical insurance and standard equipment insurance
- Working liability cover
- Salary of £100 per month
- Internet access
- Four weeks paid holiday

## 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 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 conservation and marine management programmes
- 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](mailto:staff@reefdoctor.org)

Thank You