



Caribbean Natural Resources Institute (CANARI)

POSITION	Country Coordinator, English-speaking Caribbean
LOCATION	Jamaica
ABOUT THE POSITION	<p>The Caribbean Natural Resources Institute (CANARI) is seeking a Country Coordinator for the English-speaking Caribbean as part of its Regional Implementation Team (RIT) under the Critical Ecosystem Partnership Fund (CEPF) investment in the Caribbean Islands Biodiversity Hotspot.</p> <p>Established in 2000, the CEPF is a unique funding mechanism that focuses on high-priority biological areas rather than political boundaries, and addresses conservation needs through a coordinated partnership approach, investing in civil society efforts for biodiversity conservation. CEPF is designed to safeguard our planet's most threatened and biologically rich regions, known as biodiversity hotspots. The CEPF is a joint initiative of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan and the World Bank. The CEPF Phase II investment in the Caribbean Islands Biodiversity Hotspot is financed through the Critical Ecosystem Partnership Fund – Caribbean Hotspot Project of the World Bank, using funds provided by the Government of Japan.</p> <p>CEPF first became active in the Caribbean in 2010. In its initial investment of US\$6.9 million from 2010 to 2016, CEPF awarded grants to 68 civil society organisations, two-thirds of which were locally or regionally based. In 2021, CEPF launched a new, five-year investment of US\$11.8 million. This second phase focuses on site-based conservation and building the technical and organizational capacity of Caribbean civil society as well as mainstreaming conservation values into the hotspot countries' policies and legal frameworks. The five-year programme is guided by an ecosystem profile which can be seen here: https://www.cepf.net/sites/default/files/cepf-caribbean-islands-ecosystem-profile-december-2020-english.pdf The 2021 – 2026 programme will be implemented in Antigua and Barbuda, The Bahamas, the Dominican Republic, Haiti, Jamaica, Saint Lucia and St. Vincent and the Grenadines.</p> <p>As the RIT for the Caribbean Islands investment, CANARI will provide strategic leadership for the CEPF regional programme by working with civil society organisations to deliver a cohesive portfolio of large and small grants. The Country Coordinator will support roll out of the programme in the English-speaking Caribbean.</p> <p>The Country Coordinator will report to the RIT Manager.</p>
SCOPE OF DUTIES AND RESPONSIBILITIES	The Country Coordinator – English-speaking Caribbean is a vital member of the RIT, acting as a liaison point in Antigua and Barbuda, The Bahamas, Jamaica, Saint Lucia and St. Vincent and the Grenadines and ensuring that

	<p>programmatic and administrative tasks in relation to CEPF’s investment are met.</p> <p>The Country Coordinator role will be carried out in close coordination with RIT staff based in Jamaica, Haiti, the Dominican Republic and Trinidad and Tobago.</p> <p>The position will be based in Jamaica. Therefore, the Country Coordinator must be eligible to work in Jamaica and be available to travel to the other English-speaking islands, once COVID-19 travel restrictions are lifted</p>
<p>GENERAL DUTIES AND RESPONSIBILITIES</p>	<p>General responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Representing the RIT at national and local meetings, and delivering presentations on behalf of CEPF and the RIT when required; • Raising the profile of CEPF’s investment in the English-speaking Caribbean by promoting CEPF as a funding mechanism and communicating results of CEPF’s projects; • Liaising with potential grantees, providing strategic guidance, and facilitating partnerships in response to specific information and capacity needs; • Facilitating and strengthening partnerships amongst grantees and other stakeholders such as relevant government departments, private sector and CEPF donors, especially to leverage additional funding for the CEPF investment in the English-speaking Caribbean; • Developing and expanding linkages between CEPF’s investment, CANARI’s programme of work and other conservation initiatives; • Liaising with relevant ministries, departments and agencies with responsibility for protected area management, biodiversity conservation and climate change adaptation to support national conservation priorities.
<p>SPECIFIC DUTIES AND RESPONSIBILITIES</p>	<p>Specific responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Assisting with the wide dissemination of Calls for Proposals, and helping to identify potential grantees; • Assisting CEPF and the RIT in the proposal review and evaluation process, including providing details on the credibility of grantees and their capacity to comply with CEPF funding terms; • Ensuring the effective implementation of grants by mentoring applicants and grantees through all aspects of grant management: from the initial proposal design and submission process, to assisting with amendments, reporting, monitoring and evaluation, including conducting grantee site visits in the English-speaking Caribbean; • Assisting CEPF and the RIT in all aspects of small and large grant management, including grant making, performance monitoring, and compiling results and impact data for grants in the English-speaking Caribbean and coordination of CEPF supervision visits; • Communicating with grantees on technical and financial performance and project management and providing regular updates to CEPF and the RIT staff; • Assisting with the preparation of national meetings and workshops to enable information sharing and exchange between grantees and

	<p>other stakeholders, including coordination of the mid-term and final assessment workshops;</p> <ul style="list-style-type: none"> • Addressing obstacles that may affect project implementation; • Implementing a national CSO capacity building programme; • Identifying opportunities for disseminating news about CEPF grants to various communications outlets, including CEPF and CANARI newsletters, Facebook posts, and donor reports; • Any other duties as required
<p>QUALIFICATIONS AND WORK EXPERIENCE</p>	<p>Applicants must have a graduate degree in Natural Resource Management, Biodiversity Conservation, International Development or a related field. Applicants should also have at least seven years of relevant work experience in or with a range of environmental stakeholders, such as NGOs, community groups, or government. Applicants should be familiar with conservation issues in the Caribbean. Experience in ecology, biodiversity, capacity building, monitoring and evaluation, project management or resource management is desirable.</p> <p>Competencies</p> <ul style="list-style-type: none"> • Demonstrated project coordination and management including monitoring and evaluation, • Experience in proposal writing and project design, fundraising, capacity building and communications • Good networks with environmental stakeholders • Demonstrated ability to engage comfortably at all levels of government and society • Good interpersonal skills and ability to work alone and as part of a team • Well-organised • Detail oriented • Excellent computer skills, including Microsoft packages • Strong English language communication, presentation and writing skills • Knowledge of French and Spanish an asset • Ability and willingness to travel within Jamaica and the region as necessary
<p>CONTRACT</p>	<p>Five-year fixed term contract</p>
<p>ADDITIONAL INFORMATION For more information, please contact Nicole Brown at nicolebrown@canari.org</p>	
<p>APPLICATIONS Applications should include a cover letter summarising the applicant’s suitability for the position, a detailed CV, and contact details of three referees known to the applicant in a professional capacity.</p> <p style="text-align: center;">Applications should be sent by October 13, 2021 to Human.Resources@canari.org</p> <p style="text-align: center;">Only short-listed applicants will be contacted. CANARI is an equal opportunity employer.</p>	