



The Government of Maldives, in partnership with the Blue Prosperity Coalition, is seeking independent contractors to fill 2 positions: a Program Coordinator and an Administrative Coordinator for full-time 1 year contract roles with Noo Raajje, the Blue Prosperity Program for The Maldives. This exciting partnership focuses on designating at least 20% of The Maldives sovereign waters as fully protected marine protected areas and advancing existing blue economy activities including sustainable fisheries and tourism.

Reporting to the Waitt Institute Program Manager and the Maldives Government - the Program Coordinator and Administrative Coordinator will serve as on-the-ground staff for the Waitt Institute in support of Noo Raajje and are expected to work closely with the government officials and stakeholders in the Maldives.

#### **All Positions:**

- Based in Male, Republic of the Maldives
- Candidates must be native Maldivian with fluency in both Dhivehi and English
- Comfort working cross-culturally as part of a diverse team, headquartered in the US
- Full-time, 1-year contract position (40 hrs/wk) with strong potential for renewal
- Eligible for all Maldivian public holidays

#### **Program Coordinator**

##### **Duties and responsibilities**

- Builds and maintains relationships with government partners including Ministers and other high-level officials
- Devises advocacy plans and identifies opportunities that help to maximize Government involvement in Noo Raajje activities
- Manages relationships with Blue Prosperity Coalition partners to ensure transfer of technical input into program
- Reports to the Program manager and supports him/her to deliver on program objectives related to marine spatial planning, fisheries management and blue economy development
- Works with Administrative Coordinator to schedule Government Committee meetings and responds to Government queries
- Maintains close communications with the President's Office and Ministry of Fisheries, Marine Resources & Agriculture leads to ensure that the program advances as planned
- Works directly with stakeholders (e.g. fishermen & mariculture sectors, tourism sector, transport & shipping industry, NGOs and academics) to gather ocean use data for incorporation into the marine spatial planning process and to drive Blue Economy development in fisheries, aquaculture or other sectors.
- Prepares presentations to create awareness about Noo Raajje at Government meetings
- Drafts reports, memos, and other documents as needed to support program partners or researchers
- Supports program affiliates as necessary

## Minimum Qualifications Skills & Experience

- Preferred: Master's degree in marine or fisheries science, environmental science, environmental policy, economics, law, or a related field with 5 years job experience, or Bachelor's degree in the above disciplines with 7 years of job experience
- Proven ability to engage effectively with high level Government staff (e.g. Ministers) and a range of other stakeholders including scientists, international development agencies, and the general public
- Demonstrated experience in public speaking, facilitation, report writing, and editing
- Excellent communication and presentation skills, including the ability to understand scientific information and translate to a non-technical audience
- Ability to work well independently and as part of a team
- Good listener with natural ability to earn trust of others
- Strong commitment to sustainable and progressive ocean management

## Salary

\$28,000 USD for 1-year contract

## Administrative Coordinator

### Duties and responsibilities

- Serves as administrative coordinator for Noo Raajje, arranging meetings for the Steering Committee and Subcommittees throughout the marine spatial planning, biodiversity protection and Blue Economy development processes
- Reports to the Program Administration to ensure the program advances as planned
- Ensures good information exchange between President's Office, Ministry of Fisheries Marine Resources & Agriculture, and the Waitt Institute throughout the program
- Organizes meetings and travel arrangements for stakeholders to encourage participation
- Records and shares meeting minutes in a timely manner
- Assists Program Manager/Program Coordinator with preparation of presentations, reports, memos
- Provides other administrative support to the on-the-ground team (e.g. calls, logistics, travel bookings)
- Creates social media content for the program

## Minimum Qualifications Skills & Experience

- Bachelor's degree in marine or fisheries science, environmental science, policy, economics, law, or a related field with 3 years of job experience
- Strong organizational and time management skills with the ability to efficiently and successfully manage, prioritize, and track multiple tasks and requests from multiple sources
- Excellent interpersonal skills
- Prior work supporting senior staff or government officials
- Ability to work well independently and as part of a team
- Demonstrated experience in report writing and editing with excellent attention to technical details
- Strong commitment to sustainable progressive ocean management

## Salary

\$17,500 USD for 1-year contract

## Contact information

Kindly send an email of your resume & cover letter written in English with the position you are applying for in the subject line of the email to Waitt Institute's Program Manager, Ms. Robin Ramdeen, [rramdeen@waittinstitute.org](mailto:rramdeen@waittinstitute.org) and Senior Fisheries Officer, Ms. Munshidha Ibrahim [munshidha.ibrahim@fishagri.gov.mv](mailto:munshidha.ibrahim@fishagri.gov.mv) by Wednesday 29<sup>th</sup> July 2020 to be considered for a position.