**REQUEST FOR APPLICATIONS FOR**

**PROJECT ASSISTANT FOR**

**CARIBBEAN COASTAL AREA MANAGEMENT (C-CAM) FOUNDATION’S PROJECT**

**“CARIBBEAN MARINE BIODIVERSITY PROGRAMME”**

***FUNDED BY* THE NATURE CONSERVANCY (TNC) WITH SUPPORT FROM USAID**

Caribbean Coastal Area Management Foundation is seeking applications from qualified individuals to provide the services of a Project Assistant for the project entitled **“CARIBBEAN MARINE BIODIVERSITY PROGRAMME”**

**Background:**

In January 2011 the Ministry of Agriculture & Fisheries through the Fisheries Division provided funding to implement the Fish sanctuaries in Jamaica. The main purpose is to promote sustainability of fishing by increasing support for special fisheries conservation areas (formerly fish sanctuaries) through public awareness, monitoring & data collection as well as enforcement. In June 2015 C-CAM entered into a contract with TNC to manage the South West Cay Special Fishery Conservation Area at Pedro Bank, Jamaica.

**Objective:**

The Project Assistant will work towards the successful implementation of South West Cay Special Fishery Conservation Area (SWCSFCA) at Pedro Bank, Jamaica. This will include giving support in the following areas to the team:

* Administrative support
* Represent C-CAM at relevant fora and provide written report.
* Note taking at C-CAM led sessions where needed
* Assist with purchase of supplies for Pedro team
* Assist with transportation of supplies to Port Royal for Pedro team
* Liaison between funders, government, Seascape partners and other stakeholders.
* Follow up with team members to ensure that reports are prepared in a timely manner
* Technical support
* Assist with data management including collection of data and data entry (at Pedro if needed)
* Assist with report writing.
* Assist with inventory management (on mainland and Pedro) including visual count and update of electronic file.
* Ensure that team members provide necessary inputs for reports including attendance registers, photographs, etc.
* Public education/Training
  + Review and update public education awareness material
  + Support public education sessions (on mainland and Pedro)

**QUALIFICATIONS AND EXPERIENCE**

**Education** – at least a first degree biological

Ability to dive (or learn to dive) is also a huge asset.

Ability to collect and collate date

Good English language skills

Familiarity with Word, Excel and Powerpoint are important

Familiarity with MS Access would be an asset

Any special skills in boat handling or repairs, computer maintenance or repairs would be an asset

**Transportation** – have ownership or unfettered access to a pick-up/motor car/small van and is able to drive to assist with transportation logistics, at a minimum have a general driver’s license (at least 3000kgs) with at least 2 years driving experience.

**Other attributes**

          Ability to maintain professional attitude and communicate effectively with a wide range of persons including team members who have varying educational backgrounds and personality traits.

        Availability– willing and able to operate with **flexible**working hours such that weekend and afterhours work accommodated without difficulty. Applicant must be willing to stay at the station regularly (but not necessarily on schedule) in order to better accommodate early or late hours. Willingness to visit and occasionally stay at the Pedro Cays Station to assist directly with that programme is mandatory.

**Please send copy of letter of application, CV/Resume to** [**ccamfngo@gmail.com**](mailto:ccamfngo@gmail.com)**.**

**Applications will not be accepted after May 6, 2016.**