



The *Association pour le financement durable des AMP de Méditerranée** is hiring a:

Coordinator

Job Description

Job title: Coordinator for the *Association pour le Financement durable des AMP de Méditerranée*

Job description: The *Association pour le Financement durable des AMP de Méditerranée* (M2PA) is an association incorporated under Monegasque law. Its members are States and governmental and non-governmental regional organisations involved in the conservation of the Mediterranean's marine and coastal ecosystems. Its role is to sustainably fund Mediterranean MPAs by developing appropriate financial mechanisms and tools.

Reporting to the Board of Directors, the coordinator will be in charge of facilitating, managing and supervising the Association's general operations, in accordance with the strategic priorities adopted by its governing bodies.

Mission

- To coordinate and implement the focus areas of action plans approved by the General Assembly, which, for 2017, entails carrying out the following:
 - ✓ Lay the strategic and organisational foundations of the fund;
 - ✓ Mobilise public and private partners for the capitalisation of the fund;
 - ✓ Initiate a pilot funding round to help reinforce existing MPAs in the Association's member countries.
- To prepare and assist the Bureau of the Association with regard to meetings between the various governing bodies (General Assembly, Board of Directors, Committees and ad hoc working groups)
- In cooperation with the governing bodies to ensure the management and monitoring of studies and other external services.
- To organise and implement internal (country and civil society) and external communications.
- To carry out the administrative management of the Association.
- To prepare and monitor the implementation of the Budget.

Knowledge, skills and abilities:

- Ability to work independently,
- Good team player and networking skills,

- Sense of diplomacy,
- Managerial qualities (vis-à-vis staff that may be hired internally and/or external service providers),
- Experience in facilitating meetings and public speaking,
- Budget management capacity,
- Writing skills (in French and in English),
- A good command of French and English (spoken and written) is essential,
- A thorough knowledge of issues relating to MPAs and trust funds,
- Knowledge of multilateral, bilateral and private funders,
- A clear understanding of the background, realities and stakeholders of the Mediterranean.
- University level Master's or equivalent

Conditions:

- A permanent contract of employment (CDI)
- Depending on how the initiative develops, this post may evolve into the position of Executive Secretary with a permanent contract.
- Full time.
- This position requires availability for frequent travel, in particular to the Association's member countries.
- Location Monaco (or Paris)

Submission of applications:

Please send a Curriculum Vitae and a covering letter by email by 15 march 2017 at the latest to xavier.sticker@diplomatie.gouv.fr and rcuvelier@fpa2.org

** Association for the Sustainable Funding of Mediterranean MPAs*