

CALL FOR APPLICATION

Specially Protected Areas (SPAs) Programme Officer – Specially Protected Areas Regional Activity Centre (SPA/RAC)

Position title:	Specially Protected Areas (SPAs) Programme Officer
Office	Specially Protected Areas Regional Activity Centre (SPA/RAC)
Location	Tunis, Tunisia
Type of contract	Full-time, one-year fixed-term renewable contract (starting with a probationary period of 3 months)
Expected start date	June 2023
Application period	19 May – 8 June 2023
Application deadline	8 June 2023

ORGANISATIONAL SETTING AND REPORTING

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was created in 1985 and established in Tunis following a decision of the Contracting Parties to the Convention for the Protection of the Marine and Coastal Environment of the Mediterranean (Barcelona Convention).

SPA/RAC is part of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention System. It is established under the Tunisian Law through a host country agreement between the Government of the Republic of Tunisia and UNEP, signed in 1991 and amended in 2013.

The specific objective of SPA/RAC is to contribute to the protection and preservation and sustainable management of marine and coastal areas of particular natural and cultural value and threatened and endangered species of flora and fauna.

In this context, the mission of SPA/RAC is to provide assistance to the Contracting Parties in meeting their obligations under Articles 4 and 10 of the Barcelona Convention, and under its Protocol concerning Specially Protected Areas and Biodiversity Protocol in the Mediterranean (SPA/BD Protocol); and implementing the Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region" (Post-2020 SAPBIO), adopted by the Contracting Parties in 2021, as well as the Mediterranean Strategy for Sustainable Development (MSSD) and by carrying out the tasks assigned to it in Articles 9, 11(7), and 25 of the SPA/BD Protocol.

The Post-2020 SAPBIO specifies the policy and provides the operational basis for actions by the Contracting Parties to protect marine and coastal biodiversity through an extensive platform for collaboration with international and national organizations, NGOs, donors, and all other stakeholders. It is the overall umbrella of all thematic strategies and action plans adopted in the framework of the SPA/BD Protocol, including the Post-2020 Regional Strategy for Marine and Coastal Protected Areas (MCPAs) and Other Effective area-based Conservation Measures (OECMs) in the Mediterranean, and the regional action plans for the conservation of

endangered species and vulnerable habitats. In that respect, the Post-2020 SAPBIO should be implemented in full harmony with the other UNEP/MAP - Barcelona Convention strategies and programmes which are relevant not only for the achievement of the Good Environmental Status (GES) of the Mediterranean Sea and coast, but also for the implementation of the 2030 Agenda for Sustainable Development and the Kunming-Montreal Global Biodiversity Framework.

The present call for applications is launched to select a suitable candidate for the post of Specially Protected Areas Programme Officer. It is open to all candidates who fulfil the job description and qualifications.

The post is located in SPA/RAC office in Tunis, Tunisia. The SPA Programme Officer will report to the Director of SPA/RAC and will be responsible for the functions indicated below.

RESPONSIBILITIES

Under the supervision of the Director of SPA/RAC, the SPA Programme Officer will be responsible for the implementation of the activities included in the SPA/RAC biennial programme(s) of work and funded by the UNEP/MAP core funds (the Mediterranean Trust Fund: MTF), in particular, those related to SPAs. In this context, she/he will:

- Develop work plans and programmes.
- Assist SPA/RAC Director in the preparation and implementation of activities relating to Specially Protected Areas in accordance with the objectives set by the Decisions of the Contracting Parties to the Barcelona Convention during their meetings and conferences.
- Prepare the terms of reference of the consultants to be recruited within the framework of the activities of the SPA/RAC.
- Prepare the scientific and technical documents necessary for meetings and conferences.
- Prepare the reports and other ad hoc documents requested by the SPA/RAC Director, relating to the field of activity of SPA/RAC.
- Prepare annual technical reports and collaborate with other SPA/RAC experts in the preparation of progress reports.
- Maintain contact with national experts within the framework of SPA/RAC activities.
- Contribute to updating the website with information and data on SPA/RAC activities.
- Monitor and supervise the consultants under her/his responsibility.
- Evaluate, receive and validate the reports of the consultants hired by the SPA/RAC.
- Ensure a scientific watch on the subjects falling within her/his competence and inform the SPA/RAC experts and Director.
- Contribute to the preparation and organization of expert meetings, workshops and training sessions and participate in their facilitation.
- Plan, organize and lead technical missions of SPA/RAC, in the Mediterranean countries after approval of SPA/RAC Director.

QUALIFICATIONS

Education:

Master's degree in Marine Environment, Marine Natural Resources Management, Marine Biology or Ecology.

Other qualifications:

Knowledge of Mediterranean marine and coastal protected areas establishment and management, marine resource management and conservation.

Knowledge of the Barcelona Convention and UNEP/MAP System as well as the relevant European Union strategies and directives is an asset.

Work Experience :

- At least seven (07) years of experience in marine and coastal biodiversity conservation and elaboration and implementation of projects and activities in coastal and marine biodiversity.
- Experience in Mediterranean countries.
- Experience in budget, financial and administrative management related to environmental projects.
- Experience in international meetings, workshops and events organisation.

Languages:

The working languages of SPA/RAC being English and French:

- Fluency in oral and written English and French is required.
- Knowledge of Arabic and other Mediterranean languages is an asset.

Other desirable skills:

- Fully proficient computer skills and use of relevant software and other applications, e.g., text processing, spreadsheets, and Internet.
- Experience in the development, planning, implementation, evaluation and reporting of project activities, including governance issues.
- Knowledge of the administrative procedures within institutions of the UN system or the European Union will be an asset.
- Good communication skills.

DURATION OF APPOINTMENT

Appointment against the position of SPA Programme Officer is for an initial period of one year (starting with a probationary period of 3 months), subject to extension, based on satisfactory performance.

EXPECTED START DATE

The finalisation of the selection process is foreseen for no later than the first half of June 2023.

The contract will start as soon as the selection process is completed and according to the availability of the selected candidate, but no later than 16 June 2023.

APPLICATION PROCEDURE

Applicants are invited to send the hereafter detailed documents, before 8th June 2023, 23.59 hrs UTC+1 (Tunis Time), by email to: car-asp@spa-rac.org.

Please, mention the position name in the email subject line "SPA Programme Officer".

The application file must include:

- Motivation letter describing the candidate's motivations and suitability for this position (in English);
- Detailed curriculum vitae;
- Copies of original (or certified copy) of university diploma(s);
- Work or Internship certificates or any other documentation concerning experience and skills acquired relevant to the job position.

Incomplete application files will not be considered.

Application files that do not comply with the submission procedure of this call for applications will be rejected.

Any application reaching the SPA/RAC after the deadline will be rejected.

EVALUATION OF THE APPLICATIONS

A first selection will be based on the content of the application files. Shortlisted candidates will be invited to a competency-based oral interview.

Only shortlisted candidates will be contacted.