



## Regional Project Coordinator: Closing the Caribbean Plastic Tap

<b>Vacancy #:</b>	6592
<b>Unit:</b>	ORMACC - Biodiversity and Rights
<b>Organisation:</b>	International Union for Conservation of Nature (IUCN)
<b>Location:</b>	Saint Kitts and Nevis Project Office, Basseterre, Saint Kitts and Nevis <ul style="list-style-type: none"><li>• Antigua and Barbuda.</li><li>• Grenada.</li><li>• Saint Lucia.</li><li>• Saint Vincent and the Grenadines.</li></ul>
<b>Reporting to:</b>	Coordinador/a de Portafolio de Proyectos Oficina Regional México América Central y El Caribe (ORMACC)
<b>Work percentage:</b>	100%
<b>Grade:</b>	P2
<b>Expected start date:</b>	16 October 2023
<b>Type of contract:</b>	Indefinite
<b>Closing date:</b>	28 September 2023

### BACKGROUND

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IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private, and non-governmental organisations with the knowledge and tools that enable human progress, economic development, and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 experts. It is a leading provider of conservation data, assessments, and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools, and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples' organisations, and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems, and improve people's well-being.

About the Project:

Closing the Caribbean Plastic Tap is a regional initiative, supported by the Italian Ministry of Foreign Affairs and International Cooperation and implemented by the IUCN, that focuses on the little-addressed problem of plastic waste leakage from island states. Over the last few years, the issue of plastic pollution and micro plastics in marine environments has dominated national, regional, and international discourse as the negative impact of plastics on the environment has become more apparent.

The initiative brings the fight against plastic pollution to the region as part of the IUCN's global initiative 'Close the Plastic Tap'. The purpose of this Project is to demonstrate effective, quantifiable solutions to address recyclable and unrecyclable plastic waste from Small Island Developing States (SIDS). The Project also seeks to tackle plastic waste leakage from SIDS, this is envisaged through building on the momentum already created from other initiatives within the Caribbean region.

Under this Project it is intended that stakeholders from government, private sector and civil society will come together to develop and implement demand responsive solutions to plastic waste. These solutions will include policy changes and improvements in business operations as well as stimulate behaviour change of the public. It is anticipated the Project will support the reduction of waste generation on the islands through the utilization and re-purposing of plastic waste into commercially viable products for sale. In this light, it is expected that Project outcomes will lead to job opportunities and income generation activities for the population with special emphasis on women, youths, and community groups.

The main Project outcomes are:

1. Identified solutions for recyclable polymers in Project countries implemented.
2. Non-Recyclable Polymer Solutions implemented for Project countries.
3. Advance policy/legislative actions for effective management of plastics and plastic waste at national and regional levels.
4. Improved knowledge of plastic footprint of each country.

The Project's target countries are:

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- Antigua and Barbuda.
- Grenada.
- Saint Kitts and Nevis.
- Saint Lucia.
- Saint Vincent and the Grenadines.

## JOB DESCRIPTION

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The Regional Project Coordinator will be supervised and will report to the Regional Project Portfolio Coordinator, based in the IUCN Regional Office for Mexico, Central America and the Caribbean (ORMACC) in San José, Costa Rica.

The geographical scope of work of the Regional Project Coordinator will be the five countries where the Project is implemented. H/she will be in charge of the timely and proper execution of the Closing the Caribbean Plastic Tap Project, which will be implemented in Antigua and Barbuda, Grenada, Saint Lucia, Saint Vincent and the Grenadines, and Saint Kitts and Nevis.

Additionally, h/she will be in charge of one administrative assistant. Therefore, the person to be hired must have proven experience in the proper management of personnel.

The Regional Project Coordinator will also liaise with key regional bodies and stakeholders, as well as IUCN Headquarters, the IUCN Regional Office for Central America and the Caribbean (ORMACC), and the IUCN Regional Office for North America; all in order to articulate, complement and monitor the Project's proper implementation.

### DUTIES AND RESPONSIBILITIES

1. Guarantee compliance with the objectives of the Project, ensuring efficient planning, implementation, monitoring, and evaluation in coordination with key stakeholders of each of the participating countries.

- Control the efficient use of resources and be accountable for their technical and financial management, including implementation and impacts.
- Guide and ensure timely and quality design and use of the Project's reporting system with its various formats and feedback mechanisms in accordance with the guidelines defined by the donor and IUCN.
- Prepare, together with the Project's Advisory Committee (AC), the annual operational plans (POA) and its respective budget.
- Contribute to the preparation and ensure the timely delivery of the Project reports with the support of technical and financial staff.
- Implement, coordinate, and perform quality control of technical and administrative activities.
- Contribute to the preparation of dissemination materials and technical publications in accordance with the donor's and the IUCN ORMACC's communication guidelines.
- Keep the Project's information updated on the IUCN Portal and provide inputs for the different indicators of the IUCN ScoreCard that are relevant to it.
- Coordinate, promote and follow up with the IUCN ORMACC, the assigned national government ministry, and the AC in the implementation of the planned activities.
- Synthesize and provide specific information related to the Project for periodic reports, plans and budgets that are required for both internal and external purposes.
- Assist IUCN and independent evaluators with the conduct of the Project's Mid-Term Review and the Final Evaluation in accordance with the Monitoring and Evaluation Plan.

2. Ensure the effective implementation of the Project, in all participating countries and in compliance with national laws and administrative-financial procedures of IUCN and the donor.

- Support Project implementation agencies at start-up, including ensuring that execution arrangements are adequate to achieve success; all key stakeholders are adequately briefed on planned results and their roles; and the project team has all the skills and tools needed for a results-focused approach to execution.
- Formulate the terms of reference of Project staff, external consultancies, and service contracts.
- Coordinate with the relevant parties (IUCN Human Resources and relevant technical parties) the hiring of staff, consultants, and service providers, according to needs identified.
- Implement, coordinate, and perform quality control of technical and administrative activities.
- Identify, guide and budget any infrastructure or equipment needs for the implementation of the Project components together with the Coordinators of the IUCN Regional Project Portfolio and Corporate Services.
- Follow up on the processes of formulating / updating / implementing policies on plastic waste management or single use plastic bans.
- Organise the relevant national and regional actions of the Project on issues related to the quantification of plastic waste, identification and implementation of solutions for recyclable and non-recyclable plastics, enhancement of capacities, design and implementation of a small grants programme, public education and awareness, and sustainable livelihoods.
- Guarantee the integration, harmony, and teamwork of the staff under his/her responsibility, other relevant IUCN offices, and external partners involved in the Project.
- Ensure compliance and implementation of IUCN environmental and social standards - ESMS (Environmental and Social Management System)  
<https://www.iucn.org/about-iucn/accountability-and-reporting/project-accountability/environmental-and-social-management-system>  
 within the Project's implementation framework.

3. Promote the integration of inter-institutional and multisectoral efforts to leverage funds, synergies, and joint activities with other IUCN projects in the Project countries involved.

- Manage the coordination between IUCN members and national / regional institutions that are relevant to the Project's objectives.
- Represent the Project in specific events and activities carried out by the IUCN and the donor.
- Establish, develop, and maintain links and strategic alliances with institutions and local, national, and international cooperation governments related to the Project's areas of work.
- Stay informed on relevant global policy-making processes (such as the Global Plastics Treaty) and ensure their proper application during Project implementation, including through the facilitation and organisation of corresponding capacity-building processes.

- e) Identify cooperation opportunities and promote the leverage of other funds and resources to strengthen the impact of the Project.
- f) Support the search for opportunities and the development of new technical proposals to scale up the results of the Project.
- g) Promote and implement work synergies with other IUCN initiatives, IUCN members, members of IUCN commissions and other partners that are executing actions within the countries and subjects of the Project.

4. Guarantee compliance with IUCN and donor regulations throughout the implementation of the Project.

- a) Comply with and enforce the provisions set out in the Donor Agreement between the IUCN and the Italian Ministry of Foreign Affairs and International Cooperation.
- b) With support of the ORMACC Administrative and Finance Hub, timely plan for the financial audits that are stipulated in the donor contract and others that are required by IUCN.
- c) Through IUCN's system and in close coordination with the administrative and financial staff, guarantee compliance with the IUCN procurement and financial guidelines in administrative matters, travel reports and field trips.
- d) Ensure the integration of the gender approach and relative institutional policies.
- e) Ensure adequate communication, dissemination of activities and results of the Project in accordance with the policies, regulations and documents provided for this purpose.

Please note: These terms of reference contain the main responsibilities and duties of this position. However, in a constantly evolving organisation like IUCN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably assigned to them but not part of their normal terms of reference. When a task becomes a regular part of the staff member's responsibilities, the terms of reference should be changed in consultation with the manager, the staff member, and the Human Resources Unit. Any of the beforementioned can initiate the consultation.

## REQUIREMENTS

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- University Degree (or equivalent) in project management, waste management, environmental science, industrial engineering, biological or biochemical sciences, chemical or physical sciences, or related field.
- At least five years of general project management experience and at least two years of specific work experience in addressing plastic waste pollution, identification, and implementation of solutions for recyclable and non-recyclable plastics, policy, and legislative processes.
- Knowledge of public administration is necessary, work experience in public offices is considered a plus.
- Ability to provide strategic direction and decision making.
- At least two years of experience in facilitating relevant stakeholder meetings / discussions and in working with regional and international partners.
- Experience managing international cooperation projects, public investment projects and budget planning.
- Experience in supervising and managing personnel.
- Extensive knowledge of the Caribbean Region, particularly on waste management and plastic waste pollution.
- Ability to engage with multidisciplinary teams, regional entities, and government organisations, particularly with the authorities in charge of addressing plastic waste pollution.
- Experience working with local communities, women, and youth groups.
- Management of computer tools (online administrative systems, Word, Excel, PowerPoint, Google Drives, Dropbox, Wettransfer).
- Ability and excellence in English written and oral expression. Candidates who are selected for an interview will be required a written test to assess their comprehension skills and written communication.
- Reside in one of the project's countries of interventions: Antigua and Barbuda, Saint Lucia, Saint Vincent and the Grenadines, Grenada or Saint Kitts and Nevis.
- Willingness to travel within and outside the countries covered by the project, as required.
- **COMPETENCIES**  
Problem solving skills, creativity, initiative, and innovation.
- Ability for interpersonal relationships, management of interdisciplinary and multicultural personnel and teamwork.
- Demonstrate ease in carrying out tasks in an organised manner and adherence to procedures.
- Ability to work with people of various characteristics, social, personal, and professional.
- Sensitive towards the cultural, social, and economic practices of local, women and youth groups.
- Sensitive and willing to work under the gender approach.

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6592>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### **About IUCN**

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