



Regional Project Coordinator: Closing the Caribbean Plastic Tap

Vacancy #:	7527
Unit:	Biodiversity and Rights (OR)
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Antigua and Barbuda, St. John's, Antigua and Barbuda The coordinator may reside in any of the english speaking islands in the Caribbean .
Reporting to:	Gerente Regional de Programa
Work percentage:	100%
Grade:	P2
Expected start date:	17 April 2026
Type of contract:	Indefinite
Closing date:	21 May 2026

BACKGROUND

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 an initiative funded by the Italian Ministry of Foreign Affairs and International Cooperation, the Italian Agency for Development Cooperation (AICS) and implemented by the Regional Office for Mexico, Central America and the Caribbean of the International Union for Conservation of Nature (IUCN-ORMACC). This project is a collaborative effort aimed at tackling the issue of plastic waste leakage from island nations in the Caribbean.

This project seeks to demonstrate practical, scalable, and measurable solutions to address the growing problem of plastic waste, including both recyclable and non-recyclable plastics. Building on the momentum of ongoing regional efforts, Closing the Caribbean Plastic Tap aligns with the IUCN's global initiative to "Close the Plastic Tap" and brings this critical fight to the Caribbean region.

The project aims to bring together a diverse range of stakeholders—governments, private sector entities, and civil society—to collaboratively develop and implement effective, demand-driven solutions for plastic waste management across the islands. These solutions will focus on policy reforms, improvements in business operations, and initiatives to promote public behavioural change. It is anticipated that the project will facilitate the repurposing of plastic waste into commercially viable products, generating new income opportunities and jobs, with a particular focus on empowering women, youth, and local community groups.

The overarching goal of the Closing the Caribbean Plastic Tap project is to significantly reduce plastic waste generation and leakage over a three-year period (2023-2026) in the prioritised Caribbean SIDS. More specifically, the project aims to implement effective and social inclusive solutions to advance circular economy and address plastic waste leakage.

The key outcomes of the project are as follows:

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; and
4. Improved knowledge of plastic footprint of each country.

The prioritised Caribbean Small Island Developing States (SIDS) for this initiative are:

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

JOB DESCRIPTION

The Regional Project Coordinator will oversee the day-to-day implementation of the Closing the Caribbean Plastic Tap project, ensuring that all activities are completed on time and within budget across the five participating project countries.

The position will be supervised by and report directly to the Regional Programme Manager, based at the IUCN Regional Office for Mexico, Central America, and the Caribbean (ORMACC) in San José, Costa Rica. In addition, the Regional Project Coordinator will manage one Administrative Assistant, so the ideal candidate must demonstrate strong leadership and personnel management skills.

This role will involve regular liaison with key national and regional stakeholders, the IUCN ORMACC, and the IUCN Regional Office for North America, all in order to ensure effective coordination, alignment, and monitoring of the project's 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.

- Formulate the terms of reference of external consultancies and service contracts.
- Coordinate with the relevant parties (IUCN Human Resources, IUCN Procurement and relevant technical parties) the hiring of consultants and service providers, according to needs identified.
- Implement, coordinate, and perform quality control of technical and administrative activities.
- Identify, guide and budget any equipment needs for the implementation of the Project components.
- Follow up on the processes of formulating, updating or implementing policies on plastic waste management or single use plastic bans.
- Coordinate national and regional project activities related to the quantification of plastic waste, the identification and implementation of solutions for both recyclable and non-recyclable plastics, capacity building, the design and execution of a small grants program, public education and awareness campaigns, and the promotion of sustainable livelihood.
- 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.
- Identify cooperation opportunities and promote the leverage of other funds and resources to strengthen the impact of the Project.
- Support the search for opportunities and the development of new technical proposals to scale up the results of the Project.
- 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.

- 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

- 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' 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 intervention: 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

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/7527>

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: <https://www.iucn.org/involved/jobs/>

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