

Job Opportunity

Interim Project Manager

Employer: Associação Projeto Biodiversidade (APB), Ilha do Sal

Position: Interim Project Manager

Responsibilities: To ensure appropriate administrative and financial (non-technical) implementation and supervision of projects and to maintain and develop APB's relationship with local/national and international funders.

Starting Date: 24th January 2022.

Working period: Full time position

Duration: 12 months

Benefits: 100.000 to 120.000 cve gross/month, depending on experience (equals 79.000 to 90.000 cve liquid/month); holiday allowance of 22 days per annum; travel expenses covered to a maximum of 40.000 cve; accommodation in the project apartment for the 1st month. The salary is according to APB's salary scale and based on Cabo Verde's salaries.

About Projeto Biodiversidade

Associação Projeto Biodiversidade is a Cabo Verdean organization based on the island of Sal and committed to conserving and restoring the island's unique ecosystems. The project implements community-based initiatives that promote conservation and better understanding of the island's natural resources while increasing economic opportunities for the growing local community.

APB is the main environmental organization in the island of Sal, and one of the largest in Cabo Verde, with a broad scope of intervention areas: conservation of wildlife such as sea turtles, seabirds and the osprey eagle, MPA co-management, artisanal fisheries, sustainable tourism, and education/outreach programmes (you can learn more about all the projects in the [organization website](#)). With an approximate current turnover of 350.000 EUR and a permanent team of over 18 staff, the organization has grown exponentially in the last years.

Under this context, APB is looking to recruit an experienced person for the role of Project Manager, a new position within the organization, that will be responsible for the supervision and monitoring of the implementation and financial performance of all the projects of the organization, and that will work closely with the Director and the board.

Responsibilities as Project Manager

The Project Manager is responsible for the executive management of the different programmes of APB and must establish a continuous relationship with the funders of the projects executed by the organization, as well as to coordinate and facilitate the interrelationship between the technical and coordination teams, and to ensure the quality in the execution of the projects' activities.

The Project Manager is responsible for the following attributions:

- Mentoring of project Coordinators;
- Supervision (and direct control where appropriate) of the financial management of existing and new projects;
- Management of monitoring and evaluation efforts across the organisation;

- Project development and fundraising where appropriate: to this end the post-holder will work closely with the APB Director, Project Coordinators and Board, and with key international partners and funders.

Specific Tasks:

- Supervise and support APB's project coordinators and teams in administrative and financial management;
- Mid-term and annual progress reports on all projects implemented by APB, presented and approved by APB's Direction or Board;
- Monitoring and review process for activities plans' for each programme, allowing quarterly evaluation of progress;
- Review and develop internal management, monitoring and evaluation processes ensuring APB have processes appropriate to their size and responsibilities;
- Ensure a continuous tracking and evaluation of new funding opportunities;
- Support APB team and board in developing and submitting appropriate project proposals to funders;
- Creation and management of list of funding opportunities;
- Ensure appropriate communication with existing funders, ensuring good accountability and trust with the funders, in collaboration with the Direction or the Board;
- Technical and financial reports submitted to funders, and reports on consultations or conversations held with each funder.
- Support and monitor contracting processes, products approval, and financial execution of external services.

Profile - Essential experience:

- Project Management experience in a relevant field:
 - Five years' experience on project and financial management, including experience in a developing country
 - Success in building long-term relationships with international agencies, corporations, or funding bodies to develop and finance projects
 - Proven experience of improving management, monitoring and evaluation processes
- Analytical capabilities, including the appropriate application of statistical methods, understanding of financial accounting and proficiency with Microsoft Excel
- Proficiency in both Portuguese and English languages at a professional level.
- Demonstrable experience in mentoring colleagues or internal communications.
- Project and financial management qualifications

Desirable experience:

- Professional experience in Cabo Verde or the West Coast of Africa
- Technical expertise in conservation, sustainable development, or sustainable tourism.
- A dedication to the mission of Project Biodiversity
- Good interpersonal skills – ability to converse with and relate to a range of people from tourists to visiting scientists to local community members
- Ability to work independently, with little direct supervision

- Ability to work under pressure, and to adapt and problem solve quickly in unexpected situations
- Ability to learn languages quickly.

The candidate must be willing to live and work in Sal Island.

How to apply:

All applications must be in English, and must include the curriculum vitae, and a letter of motivation, as well as documents that the applicant deems relevant to include. It should also include the candidate's contact details, current place of residence, and contacts of two references.

Applications must be sent to the following email: info@biosal.org before November 18th, with the subject "Interim Project Manager 2022".

Interviews will take place the week of the 22nd November. Candidate selection will be announced the 10th of December.