



## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Communication Expert (National)

##### *Duties and responsibilities*

- Develop and implement the project Communication and awareness raising Strategy
- Lead development of communication and knowledge management tools and products
- Support the Project Coordinator for the project publication
- Liaise with media and communication enterprises for the project communication
- Support any other activity related to communication, awareness raising and knowledge management

##### *key competences*

- Applicants must have a **Bachelor's a degree** or post graduate degree in Communication and Education of development projects
- Applicants must have **5 years'** experience in information, communication and public education or related fields
- Consistently approach work with energy and a positive, constructive attitude
- UN experience in communication at national and international levels
- Demonstrate good oral and written communication skills
- Demonstrate openness to change and ability to manage complexities

##### *Duration of the Project;*

This project duration is **48** months

##### **Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [l.saidy@nea.gm](mailto:l.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

##### **Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

*NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview*



## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Finance and Administrative Officer

**Purpose of the Job:** The Financial Officer provides project administration and financial support to the Project Management Unit (PMU)

##### ***Duties and Responsibilities***

###### *Provision of administrative services:*

- Set up and maintain project files
- Collect project related information and data
- Update plans
- Support the quality review process
- Support Project Steering Committee (PSC) meetings
- Take lead in the project procurement of equipment and services

###### *Project documentation management:*

- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports
- Lead development in respect of project financial and administrative procedures manual

###### *Financial Management, Monitoring and Reporting:*

- Assist in the financial management tasks under the responsibility of the Project Lead Technical Expert
- Provide support in the use of UNEP templates for financial monitoring and reporting
- Assist in annual/periodic action plans development and implementation
- Ensure project financial monitoring and utilization according to the approved project activities
- Execute any other activities in relation to his/her function as requested by Project Coordinator or through UNEP

##### ***Qualifications and Skills***

- Applicants must have a **Bachelor's** degree in Accounting, Finance or a related field
- Applicants must have **10 years** relevant work experience in budgeting, planning and reporting on a donor-funded project. Ideally some exposure to GEF and/or UNEP will be an added advantage
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software

- Fluency in English and an excellent command of at least one local language

***Duration of the Project***

This project duration is **48 months**

**Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [l.saidy@nea.gm](mailto:l.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

**Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

***NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview***



## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Gender Specialist

The Specialist will develop a gender-based Action Plan regarding access to benefit sharing of the utilization of genetic resources and associated traditional knowledge for the project with activities; Ensure equity for gender in terms of MAT and PIC decisions and access to any benefits derived from utilization; Reflect on labor influx to support the Project Management Unit (PMU) in strengthening social and gender considerations in the project.

##### Roles and responsibilities

- Develop gender-based conservation plans on genetic resources, utilization of traditional knowledge and value addition
- Assist the PMU to identify and integrate Gender-based income generation into action Plans throughout the project implementation
- In specific, the activities of the Specialist for supporting the PMU will include, but not limited to, the following:
- Supervise and monitor preparation of Gender representation in the review of existing national policies, laws and regulations, programs on value addition and valorization in the gender strategy and identify areas of participation of the women
- Assist PMU/M&E Expert in monitoring and evaluation of all activities related to gender at all levels of project implementation
- Ensure Gender representation with the Lead Expert and Project Coordinator when conducting community awareness raising activities
- Identify knowledge and skill mix of the project staff and awareness of the communities and other stakeholders and identify training needs and develop appropriate training programs including potential trainees among the project staff, communities and key stakeholders, and integrate the training plan in annual work program

##### Qualifications and Experience

- Applicants must have a **Bachelor's** degree in Social Science or a related field
- Applicants must have at least **10 years** relevant work experience in social and gender development, preferably in development projects and have understanding of the policies and strategies of the Government of the Gambia

##### Duration of the Project

This project duration is **48 months**

**Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [L.saidy@nea.gm](mailto:L.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

**Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

***NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview***



## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Monitoring and Evaluation Expert – National/Regional

The M&E Expert is responsible for setting up/updating and managing the M&E framework of the Project, and is expected to contribute to the four-year project level monitoring and evaluation. The functions of the M&E Expert will include:

- (i) Development and implementation of a system for results-based monitoring and evaluation for tracking project results and performance
- (ii) Collection and analysis of data on key project inputs and their results and seek synergies with the government monitoring system
- (iii) Facilitation of knowledge sharing with relevant stakeholders and partners

##### Duties and Responsibilities

- Develop a system/mechanism of tracking project results and performance
- Identify data sets to be collected in line with the project outcome and output indicators
- Identify the data collection sources (primary/secondary) and methods (e.g. user satisfaction surveys, public perception surveys, observations, focus group discussions, etc.) and their frequency
- Develop relevant questionnaires, sampling and analytical approaches for data collection
- Maintain database and filing, as well as IT tools for data collection and tracking performance
- Develop a system/mechanism of analysing evidence to inform management decision-making
- Provide inputs to the project annual and quarterly planning
- Provide cost estimations of data collection/monitoring activities
- Produce regular monitoring reports to feed into quarterly, annual project reports and the project final report
- Undertake analyses of project effects on institutional capacity development and sustainability
- Capture and document lessons learnt during project monitoring: a lessons-learnt-log can be used in this regard
- Mainstream gender aspects in the project M&E processes and reporting
- Assist in undertaking of independent project and outcome evaluations
- Assist and provide inputs to UNEP regional level monitoring and evaluation
- Support partnerships activities at project level
- Be familiar with the activities of other development projects in the sector/area, establish contact and keep up-to-date with their work
- Create and maintain partnerships with local institutions

- Regular exchange of information/experience with other projects, cross-learning and sharing results and good practices
- Participate in regular internal meetings
- Participate in training events, communities of practice, codifying and sharing knowledge
- Facilitate and organize training for project staff to enable them to perform at the required level

#### ***Key competencies***

- Applicants must have a **Bachelor's degree** in Monitoring and Evaluation or Specialized training in Project Management; Social Statistics is an asset
- Experience in supporting Ministry of Environment, Climate Change and Natural Resources on a GEF project (development or implementation)
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead the formulation, implementation, monitoring and evaluation of development programmes and projects
- Ability to implement new systems and affect staff behavioural change
- Excellent knowledge of Results Management Guide and Toolkit
- UN experience, especially in managing or supporting project monitoring on sustainable management of Forest /Protected areas and other natural resources
- Ability to build strong relationships with clients with a focus on impact and result for the client and responds positively to feedback
- Ability to consistently approach work with energy and a positive, constructive attitude
- Demonstrate good oral and written communication skills
- Demonstrate openness to change and ability to manage complexities
- Fluent in English (spoken and written)

#### ***Duration of the Project***

This project duration is **48 months**

#### **Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [l.saidy@nea.gm](mailto:l.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

#### **Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

***NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview***





## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Project Coordinator

##### *Duties and responsibilities*

- Supervise and coordinate the production of project outputs to the required standard of quality and within the specified constraints of time and cost as outlined in the project document
- Mobilize all project inputs in accordance with procedures for nationally implemented projects
- Supervise, guide and coordinate the work of the Project Management Unit (PMU), all project staff, consultants and activity/sub-project contractors
- In close liaison with the Project Lead Technical Expert, prepare and revise project work and financial plans
- Liaise with relevant government agencies, and all implementing partners for effective coordination of all project activities
- Oversee and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), quarterly technical reports, quarterly financial reports, and other reports as may be required by UN Environment/UNEP and other oversight agencies
- Disseminate project reports and respond to queries from stakeholders
- Report progress of project to the PSC
- Coordinate activities closely with related national projects under the Regional Project in which this project is implemented, as well as oversee the exchange and sharing of experiences and lessons learned with these and other relevant conservation and sustainable development projects nationally and internationally
- Assist relevant government agencies and implementing partners with development of essential skills through training workshops and on the job training, thereby upgrading their institutional capabilities
- Carry out regular, announced and unannounced inspections of all sites and activities

##### *Qualifications and Skills*

- Applicants must have a **Bachelor's degree** in Environmental Management with a minimum of **2 years** Diploma in Wildlife and Protected Area Management/Natural Resources Management or a post-graduate degree is preferred
- Applicants must have at least **10 years** of experience in natural resource planning and management
- Prior experience in a senior management role
- Working experience with the project stakeholder institutions and agencies
- Ability to effectively coordinate a multi-stakeholder project
- Ability to administer budgets, lead a team, train and work effectively with counterpart staff at all levels, and interact effectively with all groups involved in the project



- Excellent communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives and local people/communities
- Strong writing, presentation and reporting skills
- Strong computer skills
- A good working knowledge of English is a requirement

***Duration of the Project***

The Project Duration is **48 months**

**Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [l.saidy@nea.gm](mailto:l.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

**Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

***NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview***



## Nagoya Protocol project/ABS

### In The Gambia

#### VACANCY ANNOUNCEMENT

##### Project Lead Technical Expert (International)

##### *Duties and Responsibilities*

- Support project execution as required
- Advise the Project Coordinator on the development of project stakeholder outreach and engagement strategies; supporting the Project Coordinator with operationalizing the strategy and on-going monitoring of its performance
- Support in the organization of required stakeholder (including community) meetings and other participatory consultations
- Work closely with the GEF Operational Focal Point for the Gambia, key institutions, non-governmental organizations (NGO), traditional healers Associations and other partners, for stakeholder participation in the design, implementation and operation of detailed project activities
- Assess implementation of the stakeholders including communities' participation strategy at each project site and assist in preparation of reports with estimates of the stakeholders' overall contribution, including data on the cost of co-financing
- Monitor partnership agreements undertaken by the project, manage the relevant risk mitigation strategy, and report directly to the PSC including on an ad hoc basis as required
- Advise on the design and support the execution of beneficiary assessments to be conducted
- Perform other related duties as may be assigned by the Ministry of Environment, Climate Change and Natural Resources but which are in line with project approved objectives and outputs

##### *Qualifications and Skills*

- Applicants must have a **Master's degree** related in Natural Resources Management/or and experience in development of ABS policies and Guidelines both national and international levels, or previously experience in coordination of similar UN project, ideally some exposure to GEF
- Applicants must have five (5) **years** relevant project experience working with rural communities and in the application of participatory methods

- Strong knowledge of the stakeholder context of the project, developed through a track record of related work (e.g. within government or NGOs)
- Strong understanding of primary industries and extractive sectors, with track record of working constructively with private sector partners
- Good written and oral communication skills and proficient computer skills
- Must be fluent in English

#### ***Duration of the Project***

This project duration is **48** months

#### **Application Procedures**

All applications with the necessary supporting documents shall be addressed to the Executive Director, National Environment Agency, Gambia Environment House, Jimpex Road, Kanifing, The Gambia. Equally, application documents can be submitted by email to: [info@nea.gm](mailto:info@nea.gm); [laminsaidy3@yahoo.com](mailto:laminsaidy3@yahoo.com); [l.saidy@nea.gm](mailto:l.saidy@nea.gm) CC; [badgiedawda@gmail.com](mailto:badgiedawda@gmail.com); [dawda.badgie@nea.gm](mailto:dawda.badgie@nea.gm)

Further details regarding Background information, Objectives and Justification of the Project can be obtained from the Admin and Human Resource Manager of NEA or online at [www.nea.gm](http://www.nea.gm)

#### **Deadline for Submission of Applications**

The deadline for all applications with relevant supporting documents is **Friday, 16<sup>th</sup> February, 2024 at 12.30 pm**. Any submission after this date will **NOT** be accepted.

***NB: Only applicants who meet the necessary requirements will be shortlisted and contacted for interview***