

THE COASTAL ZONE MANAGEMENT AUTHORITY AND INSTITUTE IS LOOKING FOR AN EXPERIENCED AND DYNAMIC LEADER FOR THE POST OF

DIRECTOR, COASTAL ZONE MANAGEMENT INSTITUTE

The Director of the CZM Institute will carry out the responsibilities of administration of the Institute and all its programs/projects as described in the CZM Act. The Director will serve as the focal point on technical issues between other agencies involved in ICZM, and any related project under implementation.

He/she will report to the Chief Executive Officer of the CZM Authority and be generally responsible for the overall management of the Coastal Zone Management Institute.

Specific Duties and Responsibilities:

- Supervision of Institute staff;
- Provision of administrative support for the Institute, including support for short-term consultants;
- Preparation and revision of proposals for research, consultancies, and subcontracts on coastal zone issues or any activity which may impact coastal resources;
- Drafting of terms of reference for consultants and researchers and supervision of technical/scientific research consultancies;
- Coordination of activities among participating agencies, inclusive of government departments, statutory boards, NGOs and the private sector on matters that are likely to have an impact on the coastal zone;
- Development of the Institute's technical programs including expansion and formulation of critical monitoring and research focal areas.
- Monitoring of Institute daily activities to ensure that they comply with the Work Plan and review of progress and performance of individual technical staff;
- Revision of all materials produced by the Institute for dissemination;
- Supervision of Institute's accounts and finances, and procurement according to relevant guidelines;
- Assist with the identification and mobilizing of finances for the Institute and for specific projects;
- Preparation of reports such as annual work plans, budget revisions, annual reports;
- Executive Secretary to CZM Advisory Council; *ex officio* member of the CZM Board;
- Provision of advice to the CZM Authority on development and utilization of the coastal resources of Belize.
- Any other related duties as assigned from time to time.

Qualifications and Requirements:

- A postgraduate degree in Coastal Zone Management, Marine Sciences or a related field would be a distinct advantage;
- At least 3 years experience working with the principles of integrated coastal zone management;
- Knowledge of the Belize Barrier Reef system and the existing ICZM program in Belize;
- Strong knowledge of Natural Resource and Environmental Management Issues;
- Broad knowledge and experience with Government Resource Management Institutions, regulatory systems and decision-making processes;
- Experience in the management/administration of multi-component programs/projects;
- Professional working experience with institutions and relevant stakeholders at a national and international level;
- Excellent communication and organizational skills;
- Strong human resource management and good leadership skills;
- Excellent scientific and technical writing skills.

Salary:

- Negotiable based on qualifications and experience

Qualified and interested persons should submit letters of application with accompanying resumes and two references to Chief Executive Officer, CZMAI, Princess Margaret Drive, P.O. Box 1884, Belize City or e-mail: ceoczmai@gmail.com. **Deadline for submissions is Thursday May 21st, 2015.**