



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

TERMS OF REFERENCE

**Technical Officer
Biodiversity and Protected Areas Management (BIOPAMA) programme
Centre for Resource Management and Environmental Studies (CERMES)**

ABOUT CERMES

The mission of CERMES is to make a significant contribution to sustainable development in the Caribbean region by:

- Providing graduate students with advanced training in policies, mechanisms and techniques for sustainable use and management of natural resources;
- Conducting research that is relevant to natural resource and environmental management;
- Providing guidance, consultancy and professional services to regional governments, NGOs and the private sector on environmental matters;
- Taking the lead in hosting and coordinating regional environmental initiatives and projects;
- Heightening public awareness on matters of environmental importance through outreach activities;
- Building capacity of private-sector and government decision-makers through short courses and training workshops.

CERMES has a strong focus on tropical island environmental management. Further details are available on our website: <http://www.cavehill.uwi.edu/cermes/>.

BACKGROUND TO PROGRAMME

The Biodiversity and Protected Areas Management (BIOPAMA) programme, implemented by the International Union for Conservation of Nature (IUCN), the European Commission Joint Research Centre and the ABS Initiative, aims to address threats to biodiversity in African, Caribbean and Pacific (ACP) countries, while reducing poverty in communities in and around protected areas (PA). It is an initiative of the ACP Group financially supported by the European Union's 10th European Development Fund. By improving access to and availability of relevant data and information on biodiversity, climate, resource governance, livelihoods and other socioeconomic issues, BIOPAMA aims to enhance the management of national systems of terrestrial and marine PA. Although BIOPAMA is also operating in Africa and the Pacific, the current position primarily in support of the Caribbean Protected Areas Gateway only pertains to the Caribbean.

The Caribbean Gateway has been established to provide relevant data and information to assist in exchanging knowledge for better PA planning and decision-making. It is based in the University of the West Indies (UWI) at the Centre for Resource Management and Environmental Studies (CERMES). The current position will be based at UWI-CERMES and will collaborate closely with the IUCN Regional Office for Mexico, Central America and the Caribbean (ORMACC), which is located in San Jose, Costa Rica, and is responsible for BIOPAMA's activities in the Caribbean. The Technical Officer will undertake his/her duties from CERMES at the UWI Cave Hill Campus in Barbados and report to the focal points from UWI-CERMES and ORMACC for the Caribbean Protected Areas Gateway.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Update and implement the annual work plan for the Caribbean Protected Areas Gateway (Caribbean Gateway) in collaboration with the ORMACC Caribbean Gateway Consultant, BIOPAMA Protected Areas Officer, ORMACC and UWI;
- Prepare monthly written reports to cover the updates and advances of the Caribbean Gateway and contribute to the overall reporting obligations of the BIOPAMA programme;
- Liaise with the other regional BIOPAMA Technical Officers and project partners (EC-Joint Research Centre, IUCN Global Protected Areas Programme (GPAP)) through scheduled monthly online meetings;
- Monitor and regularly report on progress in relation to planned goals and objectives, and agreed milestones outlined in the work plan. Identify and address issues that require attention; identify potential risks and opportunities for project implementation and propose mitigation measures and strategic actions, as needed;
- Ensure lessons learnt and best practice derived from the BIOPAMA programme contribute to the knowledge base of all partners, and are disseminated, as appropriate, as IUCN's "knowledge products;"
- Identify opportunities for communication of Caribbean Gateway results and related news in cooperation with communications persons in UWI, ORMACC, IUCN-HQ and the countries covered to improve user engagement with and use of products from the Caribbean Gateway;
- Network with PA research and practitioner communities in the Caribbean, and link the Caribbean Gateway with existing data providers and users;
- Contribute to communication products produced by CERMES and IUCN such as presentations, videos, policy briefs, newsletters, website and annual reports;
- Manage the collection of data and information on biodiversity, livelihoods and governance of PA for use in the Caribbean Gateway;
- Collaborate with the ORMACC Caribbean Gateway Consultant on updating and managing Geonode and other technical operation aspects of the Caribbean Gateway;
- Facilitate technical support and training to stakeholders on use of the Caribbean Gateway and associated tools in collaboration with EC-JRC in Italy;
- Respond directly to requests from regional and national stakeholders for PA data and information analyses, or facilitate response through EC-JRC in Italy;
- Actively promote data sharing through the application of open data standards with national and regional governmental agencies, research institutions, NGOs.

QUALIFICATIONS AND SKILLS

- Minimum of a post-graduate degree (MSc),
- Certificate or diploma in geographic information systems (GIS) would be desirable;
- At least 3 years' experience in biodiversity and/or protected areas information management, ideally involving terrestrial, freshwater and marine ecosystems, at national and/or regional levels, and preferably in the Caribbean region.
- Experience in the management of geographic information systems (GIS), databases, geoinformatics, and various internet user interfaces.
- Computer skills, including internet, database and spreadsheet applications.
- Demonstrated excellent interpersonal and networking skills, including the ability to work in a multi-cultural interdisciplinary environment, and to establish effective working relationships both within and outside the organization using ICT.
- Demonstrated skills in project planning, overseeing implementation and evaluating

progress, including work planning, and monitoring and evaluation.

- Demonstrated ability to exercise good judgment, to think laterally and to resolve complex issues in a dynamic and changing environment.
- Strong communication and presentation skills for appropriate and timely communication to a wide range of audiences. A high level of competency in English is required. Fluency in Spanish is very desirable.
- Time management skills including an ability to work effectively under pressure and to meet deadlines.
- A team player who is able to contribute effectively to collaborative issues, and demonstrate innovation and leadership, as appropriate.

DURATION OF CONTRACT

The position is for the period ending January 15, 2017.

March 04, 2016