



DEPARTMENT OF NATURAL RESOURCES

MINISTRY OF SUSTAINABILITY, INNOVATION AND THE ENVIRONMENT

Job Advertisement: Darwin Plus Project Manager

Applications are invited from interested and suitably qualified persons to fill a Project Manager position at the Department of Natural Resources, Anguilla.

Job Mandate

Responsible for the management of project *DPLUS 125: Protecting Anguilla's biodiversity by building capacity in invasive plant management* at Department of Natural Resources (DNaR).

Key Tasks

Manage *DPLUS 125: Protecting Anguilla's biodiversity by building capacity in invasive plant management* to ensure outputs are achieved on target and on time. These include:

- Coordinating day-to-day project activities.
- Organising regular Project Steering Committee (PSC) and Technical Advisory Group (TAG) meetings; reporting on project activities and keeping meeting records.
- Assisting with the preparation and implementation of annual project work plans, in collaboration with the Technical Advisory Group.
- Writing half year and annual project reports.
- Assisting with the management and monitoring of the project budget.
- Supervising the work of the Invasive Plant Assistant.
- Assisting the Project Director with drafting the terms of reference for contracted work and providing logistical support to visiting consultants.
- Assisting the Project Director with organising workshops.
- Assisting the Project Director with procurement of project equipment and materials.
- Supporting the production of communication, education and awareness materials.

Qualifications, skills, abilities, experience and competencies required for the role

- Experience in project management, including work planning, budgeting, and reporting.
- Good written and verbal communication skills in English.
- Good documentation and presentation skills.
- Full computer literacy (Microsoft Office)
- Excellent interpersonal and communication skills, good team player, results oriented personality, maintaining deadlines.



DEPARTMENT OF NATURAL RESOURCES

MINISTRY OF SUSTAINABILITY, INNOVATION AND THE ENVIRONMENT

- The ability to work with a wide range of actors including government, private sector and community based organisations.

Desirable attributes include:

- A graduate qualification in project management or a related field.
- Experience working on environmental or agricultural projects
- Experience working in Anguilla and/or Caribbean Islands
- Experience in producing communication, education and awareness materials.
- Valid driver's licence.

Salary and Conditions

- The post is based in Anguilla.
- Up to XCD \$88,000 (equivalent to USD\$32,735) depending on qualifications and experience.
- For candidates who are non-residents of Anguilla, a housing allowance of 50% of rental cost up to XCD \$1000/PCM will be available and a relocation package will include annual return flight to country of origin, visa/permit costs and shipping of personal effects up to XCD \$2,000 at start and end of the contract.
- Use of a project vehicle.
- The contract will be based in Anguilla and is expected to be for 2 years depending on start date and completion of a 3-month probationary period.

Applications

Applications may be submitted by email or as hard copies in sealed envelopes, sent or delivered to the below named person. Applications must include the following:

- A cover letter describing experience and qualifications of the applicant
- Full CV (resume)
- Mark applications as **Darwin Plus Project Manager**

Proposals should be sent to:

Government of Anguilla
Attn: Rhon Connor
Department of Natural Resources
Parliamentary Drive
The Valley, Anguilla
AI-2640
Email: rhon.connor@gov.ai

Closing Date: 28 October 2022, 12pm Eastern Caribbean Time (UCT-4)