



TERMS OF REFERENCE

Position: Executive Director

Type: Full time

Length of contract: Three years (reappointment based on performance and approval by Board of Members)

Salary: Competitive salary based on skills and experience

Location: Dar es Salaam, Tanzania

Reports to: Sea Sense Board of Members

The Organisation

Sea Sense is a national NGO (registered in Tanzania) that works closely with coastal communities to research, conserve and protect Tanzania's most iconic marine wildlife including sea turtles, dugongs, whale sharks, whales and dolphins. These species play a key role in maintaining healthy marine ecosystems that support coastal livelihoods but are increasingly threatened as a result of human activities in the coastal zone.

To promote greater harmony between humans and wildlife, Sea Sense designs work programmes that provide conservation benefits for endangered marine wildlife as well as livelihoods benefits and improved food security for coastal citizens. Sea Sense work programmes fall under four thematic areas: research and conservation; education and outreach, sustainable livelihoods; and governance and leadership. Projects are implemented along the length of the Tanzania mainland coast and include marine wildlife population assessments, capacity building for fisheries co-management; sea turtle ecotourism; environmental education; waste management; and governance and leadership training.

Sea Sense uses a 'grassroots' approach whereby community engagement in the implementation of conservation initiatives is a priority. This approach builds trust between Sea Sense and its beneficiaries and links communities with other stakeholders to bring about long lasting changes that improve fisheries based livelihoods and promote marine wildlife conservation.

Overview of the Role

The Executive Director leads a small but dynamic team that carries out the day-to-day operations of Sea Sense, whilst also maintaining the strategic direction of the organisation. He/she develops, plans and coordinates marine research and conservation work programmes and ensures that they are

implemented efficiently and effectively, that they achieve the desired outcomes and are relevant to the mission and vision of Sea Sense. The Executive Director is responsible for identifying and securing funds for the implementation of Sea Sense work programmes and reporting on programme outcomes to donors and supporters.

The Executive Director reports to the Sea Sense Board of Members and is responsible for the effective implementation of the organizational policies established by the Board.

The position is located at the Sea Sense HQ in Dar es Salaam and involves regular short travel to rural coastal areas.

Specific Responsibilities

1. Oversee the implementation of the Sea Sense Five Year Strategic Plan including:
 - Designing and implementing marine wildlife research, monitoring and conservation programmes for the national implementation of the *Indian Ocean South East Asia Marine Turtle Memorandum of Understanding* and the *Memorandum of Understanding on the Conservation of Dugongs and their Habitats*.
 - Working with Government of Tanzania and other stakeholders to promote the development of the small scale fisheries sector in Tanzania.
 - Developing community education and outreach programmes that include strategies for the engagement of women and youth.
2. Lead fundraising and resource mobilization for the implementation of the Strategic Plan by developing proposals and grant applications, identifying Corporate Social Responsibility (CSR) opportunities and seeking new and creative opportunities for revenue generation.
3. Oversee financial operations of the organisation.
4. Manage staff and ensure that all team and individual responsibilities are fulfilled.
5. Manage donor contracts including technical and financial reporting.
6. Prepare annual budgets and work plans for presentation to Sea Sense Board of Members.
7. Develop and maintain strong relationships with coastal communities, government authorities, research institutions, donors and funding agencies and relevant regional and international bodies.
8. Communicate Sea Sense success stories to partners, donors, stakeholders and the public through a range of media.
9. Manage Sea Sense website and social media accounts.
10. Provide oversight of office administration systems.
11. Perform duties as assigned by Sea Sense Board of Members.

Qualifications

Masters degree in environmental subject, preferably with a marine focus.

Experience

1. At least five years experience of working in marine and coastal resource conservation.
2. Experience of working in the NGO sector with proven success in securing funds from development partners, charities and foundations and the private sector.
3. Experience of managing multi-themed projects and/or work programmes with significant budget allocation (eg; > US\$ 100,000).
4. Experience of finance management including budgeting, expenditure analysis and financial reporting.
5. Experience of managing a team, setting targets and reviewing performance.
6. Experience of working with a range of stakeholders including coastal communities, government authorities, academic institutions and the tourism sector.
7. Experience of working in a developing country.

Skills

1. Strong leadership and organizational development skills.
2. Excellent written and verbal communication skills (English language) including technical report-writing skills.
3. Strong time management skills including ability to manage a workload with multiple demands, prioritize under pressure and meet strict deadlines.
4. Strong organizational skills for the efficient management of financial, human and material resources to deliver targeted outputs.
5. Ability to network and build strong working relationships with stakeholders, partners and interested parties.
6. Computer skills (Word, Excel, Power Point).

Personal Attributes

1. Passion for marine resource conservation.
2. Commitment to community engagement in marine resource conservation.
3. Highly motivated.
4. Presentable and professional.

Desirable attributes:

1. Knowledge and understanding of tropical marine science and the small-scale fisheries sector in Eastern Africa/ Western Indian Ocean.
2. Conversant in Kiswahili.

Application Procedure

Interested applicants should submit a CV (no more than two pages) and a letter of motivation (no more than one page) to Lindsey West at info@seasense.org before 5pm (East Africa Time) on Wednesday 31st October 2018.