

Project administrator Marine Protected Areas

(maternity leave cover, consultancy or fixed term Belgian work contract)

Technical specifications

1- Objective

The objective of this contract is to support Seas At Risk in the administration of [the project “From paper parks to effective protection”](#), herein referred as “MPA project”, during the maternity leave of the project coordinator.

2- Tasks

Seas At Risk is looking for a professional (consultant, but Belgian short term work contract is possible too) to help with implementation of a multi-annual, multi-partner project on Marine Protected Areas, in particular regarding project administration, including the following activities:

Reporting to funders:

- Narrative reporting: coordinate and check partners' reporting, prepare answers to questions on funders' online platforms, compile and finalise funder reports, submit reports to all funders by email and by their official online platforms. Organise, prepare and facilitate a call with funders to present the report.
- Financial reporting: Coordinate with the finance team for all financial reports needed and submit them.
- Attend calls with funders when relevant for reporting, administration or budget management of the project.
- Ensure right handling of funders relations in coordination with SAR team and Oceana.

Management of sub-grants:

- Reporting: Provide partners with financial report templates, assure timely financial reporting by partners, check financial reports in coordination with SAR team. Manage underspends as per the project MoU.
- Towards the end of the year, facilitate partners budget updates for the coming year. Fill in budget template. Follow up with partners to ensure budget makes sense and has the right amounts.
- Apply addendums to the subgrants when needed, like when transferring funds from the joint budget, and file properly.

Budget management:

- Participate in project budget calls with the finance team.
- Ensure control and projection budget table is updated and well monitored, in coordination with SAR team.
- Monitor exchange rate, underspends, overspends, contingency fund and other budget lines. Facilitate budget decisions with SAR team. Monitor workplan budget spendings in coordination with SAR team.
- Joint budget management: apply MoU rules to share joint budget and ensure it is spent when needed and fairly among partners.

General project administration

- Manage contracts (draft contracts, negotiate, ensure timely payments...)
- Solve questions from partners on any administrative processes.
- Ensure procurement procedure is applied in the project. Deal with contracts and relations with external contractors if needed for administrative purposes, in coordination with SAR team. File contracts.
- Approve costs requests sent to SAR in close coordination with SAR team.
- Support SAR team with the EC grant application and reporting.

Contribute to other work areas as needed (depending on availability/contracted working hours and skills/interest), including for example:

- Support the organisation's communication planning and activities
- Draft position papers, policy briefings and reports
- Support on organising around EP elections

3- Contract and conditions

The work will be carried out from 18 March to 13 December 2024. Required working time is estimated 85 working days, with an average of 2,5 days per week and a break during the summer (precise schedule to be confirmed depending on project needs and availability of the contractor).

There should be a regularity of working days and hours, but deviations for the default working hours can be agreed, depending on the capacity needs of SAR and the availability of the consultant.

The contractor will either work as a consultant/service provider, or through a part-time limited work contract (if based in Belgium).

The contractor will report to and work under the supervision of the interim project coordinator.

The budget for this assignment is up to 30.000 Euro (VAT excluded), depending on number of working days, rate and experience.

4- Requirements

- Strong organizational and time management skills
- Work experience in project management or project administration
- Strong interpersonal communication and collaboration skills
- Budget management experience
- Experience in grant reporting
- Experience in managing funder relations, including US based funders
- Excellent English language skills
- Knowledge of environmental and/or marine policies is an asset

5- Application

If you are interested in the position please send your offer (in case of consultancy contract) or motivation letter (in case of work contract) and your CV, together with the filled out self-assessment below to Andrea Ripol (aripol@seas-at-risk.org) before 15 January 2024.

Please score each criterion from 0 to 3 (0 = not at all; 1 = rather not; 2 = yes, partly; 3 = yes, absolutely). Then add up the scores to obtain the total.

Criteria (Score: 0 = not at all; 1 = rather not; 2 = yes, partly; 3 = yes, absolutely)		Score
1	I agree with the vision of Seas At Risk	
2	I have experience in project management	
3	I have experience in budget management	
4	I have experience in grant reporting	
5	I have experience in managing funder relations, including US based funders	
6	I am a good team player	
7	I'm flexible, willing to learn and able to adapt to changing circumstances (e.g. multiple assignments, working under pressure, responsiveness to requests, follow up of decisions)	
8	I'd love to work in an international and multicultural context	
9	I have excellent English language skills	
10	I have a good general education, such as a university degree or equivalent	
TOTAL		