

POSITION VACANCY

SITE MANAGER

Malapascua Island, Philippines



Manoir Lorraine
46 rue de la Barallaz
74940 Annecy le Vieux



Address on site:
Logon, Malapascua Island
Daanbantayan, Cebu 6013, Philippines



+63 977 803 7648 (Philippines)



info@peopleandthesea.org



www.peopleandthesea.org



www.facebook.com/peopleandthesea/

ORGANISATION OVERVIEW

People and the Sea is a Filipino registered charity. We are a community-driven marine conservation organisation operating in Malapascua, Philippines. Our objective is to support local communities in identifying innovative ways to protect their marine environment while having a positive economic impact on the local community.

We have developed a variety of community and conservation programs and we are looking for a dynamic and driven individual to manage a diverse team in working towards ambitious goals.

Please visit our website and Facebook page for more information

SUMMARY JOB DESCRIPTION

The Site Manager assumes overall responsibility for all People and the Sea operations and activities on the island of Malapascua. It is a job for a dedicated, enthusiastic and motivated individual. The ability to manage a team of local and international volunteers and staff and ensure the smooth running of site logistics are essential requirements. The Site Manager should be able to anticipate problems before they arise, yet apply innovative and flexible solutions when needed. In addition, the Site Manager will be required to represent People and the Sea at formal events and meetings and promote the organisation's interests.

Position Title: Site Manager

Location: Malapascua Island, Cebu, Philippines

Contract duration: minimum 12 months (with 2-month probationary period)

Start date: As soon as possible.

Remuneration/Benefits: See relevant section below

APPLICATION PROCESS

If you wish to apply for this vacancy please send your CV and a cover letter to: jobs@peopleandthesea.org. Please state 'Application: Site Manager' in the e-mail subject line. Please indicate the following in your covering letter:

- Earliest possible start date
- What particularly interests you about this job opening.
- How your personal/professional experience meets the requirements detailed in this posting.

Application Closing Date: Ongoing (Job posted 27/11/19)

PLEASE NOTE: Applications will be reviewed upon receipt and the interview process may begin with short-listed candidates before the application deadline.

RESPONSIBILITIES

- **Site Logistics:**
 - Overall organisation & supervision of volunteer, staff and activities, including the scheduling of science, community events and scuba diving programmes.
 - Manages on-site supplies and logistics.
 - Oversees the use, maintenance and inventory of all project equipment and resources.
 - Ensures the health & safety of everyone involved in the project.
- **Project Management & Development**
 - Ensures continued success of previously established projects.
 - Has an overview of all projects on site and ensure correct linkages are established.
 - Provides guidance to long term volunteers and ensure they have appropriate support and resources.
 - Seeks to develop new potential partnerships.
- **Staff**
 - Manages, coordinates and supports all staff and interns ensuring all remain motivated and focused on the project goals.
 - Should be seen as approachable in all situations, as well as confident in a management role.
 - Ability to problem-solve and lead during challenging situations
- **Volunteers Expedition:**
 - Plans and manages the daily scheduling of volunteers' activities while also planning the overall weekly, monthly and yearly goals
 - Encourages, motivates and supports volunteers, ensuring they receive the necessary support from the team to achieve goals.
 - Promotes an atmosphere of fun, teamwork, support and recognition
- **Administration and Reporting:**
 - Maintains volunteer database and paperwork for site
 - Records all volunteer activities in proper files in Dropbox
 - Compiles expedition reports and equipment inventory to the head office on a regular basis.
 - Reports all achievements and potential issues to the head office.
 - Ensures all required paperwork/documents are completed and filled accordingly.
- **Others:**
 - Represents People and the Sea's interests **at all times** (this would include out of 'normal' working hours.
 - Maintains strong relationships with all stakeholders - local and foreign owned businesses, people organisations, school, people's organisations, government entities, etc.
 - Manages and further promotes social media channels.

REQUIREMENTS

Qualifications/Skills Required

- **University degree** (equivalent experience will be considered).
- **Leadership skills** and experience, showing the initiative required to develop innovative solutions to the diverse problems that can arise. **Exceptional communication skills** are essential.
- **Management experience** in supervising a conservation and research programme, working with limited financial and logistical resources in a coastal environment.
- An understanding of the importance of networking and the development of **collaborative partnerships** in achieving project goals.
- **Good physical condition.**
- **Excellent oral and written English.**
- **Excellent interpersonal and motivational skills.**
- Living and working experience in a developing country.
- **Experience of working with volunteers.**

Qualification/Skills Desired

- Qualified Divemaster. Understanding of diving operations
- Spoken Visayan.
- Spoken French.
- Experience in the Philippines.

Remuneration and benefits:

Salary: 20,000 – 25,000 Philippine Pesos (dependent on experience)

Accommodation Provided

Free dive training up to level of PADI
Divemaster - materials/certs not included

All food provided on site (except on days off)

Other Benefits

- Opportunities to get involved with ongoing research initiatives.
- Develop a career in marine conservation.
- Valuable operational and team management experience.
- The opportunity to contribute to real conservation goals.
- Work alongside a local community, helping them to realise the goal of sustainable resource management