

Director of Operations

Job Title: Director of Operations

Organization: *People and the Sea*

Location: Cebu/Northern Cebu, Philippines (with frequent travel to project sites)

Duration: Permanent, full time

Closing date for applications: January 29th, 2024

Start date: March 1st 2024 (or as soon as possible)

Remuneration: php 80,000 plus benefits

Reports to: Executive Director

Direct reports: Site Manager, Education Officer, Community Liaison and Science Officer.

How to Apply ?

Please send your CV/resume and a cover letter outlining how you meet the criteria specified in this description to jobs@peopleandthesea.org. Please state in the subject line 'Application: Director of Operations'

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.

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

About People and the Sea: People and the Sea is a non-profit organization dedicated to empowering coastal communities in the Philippines to sustainably manage and benefit from their invaluable marine resources. Our mission is to improve local livelihoods and safeguard marine biodiversity through a variety of community-led initiatives, including waste reduction, sustainable fishing practices, marine research, youth education, and the economic resilience of coastal communities. We are seeking an experienced and motivated Director of Operations to join our team and play a crucial role in furthering our mission.

Summary of role

Join our dynamic team at People and the Sea as we seek an enthusiastic and experienced individual to take on the role of Director of Operations in the Philippines. If you're driven by a genuine passion for community-led conservation and committed to empowering local organizations in their vital role in marine resource management, this is your opportunity to make a real impact.

As the Director of Operations, you will supervise all field operations, with a primary focus on Malapascua, Cebu, and the exciting expansion into Biliran, Biliran. You will be at the forefront of our mission, ensuring that our core programs align with our principles and goals while leading a dedicated team on-site.

Reporting directly to our Executive Director, you will relish the challenges of hands-on fieldwork and thrive in a close and collaborative team environment, even when the unexpected arises. If you're ready to be a driving force in marine conservation and community empowerment, we invite you to be part of our passionate and dynamic organization.

Key Responsibilities:

Conservation program management :

- Project management for People and the Sea core programmes: sustainable fisheries, marine sciences, solid waste management, environmental education, economic resilience.
- The Director of Operations will be responsible for establishing and coordinating yearly work plans, cascading objectives to team members to ensure we achieve our annual goals, being proactive in identifying issues and ways to solve them, adapting plans where necessary and measuring KPIs and impact metrics.
- Lead monitoring and evaluation process, ensuring quality of data collection and data systems
- Provide technical leadership and recommendations for improvement and expansion of programmes
- Ensure project management SOPs and PMPs are updated on a regular basis
- Work in collaboration with the Executive Director on budget management of conservation programmes

Financial sustainability

- Identify potential funding sources, including grants, corporate partnerships, individual donors, and other avenues to secure financial support
- Help prepare compelling grant proposals that clearly articulate the organization's goals, activities, and impact
- Prepare accurate and timely financial reports for funding partners, detailing the utilization of funds, program outcomes, and other relevant financial data

Communication

- Writing of technical reports, sharing progress and disseminating results to communities, management committees and other stakeholders on a regular basis.

- Writing of annual activity reports and programmes updates

Team management

- Support the professional development of the team
- Integrate volunteers's missions in work plans and ensure learnings are transferred to the team and the organization.

Stakeholder Engagement

- Collaborate with local communities, government agencies, and partner organizations to strengthen relationships and ensure the success of our programs.
- Represent People and the Sea at meetings, conferences, and with external stakeholders.
- Represent People and the Sea to government, technical partners or funders when necessary

Required Profile :

- University degree, preferably at master's level in Project Management, Natural Resources Conservation and Management, or other related field.
- 5-years proven track-record in project management roles. This should include experience in project design and development, team management, and a solid familiarity with the principles of monitoring and evaluation.
- Excellent English communication and writing skills (visayan is an asset)
- Flexibility to travel frequently to project sites in Malapascua and Biliran.

Previous Experience :

- Experience working in remote conservation sites
- Experience working in community organization and engagement
- Proven experience in nonprofit fundraising, grant writing, and financial reporting
- Ability to work in a multicultural and multilingual environment
- Strong interpersonal skills including negotiation, leadership, conflict resolution and presentation skills
- Ability to work independently, to organize your time efficiently, and meet tight deadlines