



Terms of Reference

National Coordinator, Panama

MarAlliance is an international non-profit registered in the US, Belize, Panama and Cabo Verde that aims to explore, enable and inspire positive changes for threatened marine wildlife - notably sharks and rays - their critical habitats and dependent human communities. Our remit is broad and ambitious and we work in three languages and across seven countries encompassed by three regions. In the face of declines in many populations of marine megafauna these species need a strong, effective and science-based voice to represent them to help dependent partners shape management and conservation strategies and action to reverse declines.

Position summary

MarAlliance seeks an experienced program manager with a policy background who is passionate about the conservation of large threatened marine wildlife and working with fishing communities and decision-makers to work as the Panama National Coordinator and lead our research, education and conservation program. Reporting to the Executive Director (ED), the National Coordinator will oversee the country program, liaise with national and international team members, and work with multi-sectoral partners and communities to help develop and implement project activities, identify emerging threats, leverage opportunities, and advance policy solutions. He/she will be responsible for managing an expanding team in Panama that includes volunteers, students and interns, identify potential new partners and maintain communications and relationships with existing partners, ensure legal compliance with national requirements, and expand MarAlliance's impact nationally. He/she will interact with governmental institutions, non-governmental organizations, academic institutions, the media, donors, the corporate sector, specialists / consultants, and other stakeholders, in collaboration with the Executive Director (ED), as appropriate.

Responsibilities:

- Support the continued development and implementation of MarAlliance's vision and strategy ensuring its on-going alignment with national and international priorities, enhancing MarAlliance's effectiveness, relevance, and impact both nationally and internationally.
- Manage and provide leadership to the team to implement projects, including overseeing human resources, program deliverables, payments, fundraising, grant oversight and reporting, ensuring efficient and effective delivery of country program goals and objectives.
- Lead the writing of Panama-based reports for partners and funders, grant proposals, programmatic updates and news items in coordination with the Communications Coordinator.
- Review pertinent legislation or proposed changes in legislation relevant to MarAlliance's work in Panama, with input from other staff to identify and advance areas for support by MarAlliance;
- Nurture and maintain strong professional alliances with government partners, donors, NGOs, civil society, and the press in the MarAlliance network to implement strategic actions, identify short and long-term project priorities and opportunities, and develop collaborations.



- Draft and manage Memorandums of Understanding (convenios) and individual project plans with partner organizations, ensuring compliance, transparency, consistent communication, and timely delivery of deliverables;
- Fundraise for research and community-based projects based in Panama and internationally in collaboration with the Development Coordinator and ED;
- Organize in-person and virtual events (meetings, workshops, conferences, etc) with the team that help to create and strengthen alliances with partners, donors, and the general public and that support outreach, education, research, and fundraising goals;
- Ensure HR, legal, administrative and fiscal compliance of all work undertaken by MarAlliance in Panama, including permits for scientific research, export and import of samples, employee payroll;
- Ensure full maintenance and inventory of the organisation's equipment, supplies and oversee resource allocation and ensure budgetary control in coordination with the Technical Coordinator;
- Manage MarAlliance's country-based data and media including photos and videos liaising with the Communications Coordinator, and contributions from citizen science projects and local partners into the MarAlliance database;
- Develop and track the yearly budget and project progress with the ED and manage the country program finances with the Financial Controller;
- Prepare annual reports in all initiatives for incorporation in the main MarAlliance Annual report, to share with national partners, and to meet permit and funder requirements;
- Represent MarAlliance and participate in relevant conservation and policy meetings in the country and internationally, and develop reports and presentations on MarAlliance work as needed;
- Any other related duties as assigned to support MarAlliance operations and the ED.

Required qualifications and skills:

- Degree in policy, law, administration, or management with at least 5 years of experience in managing teams and projects in Panama (or elsewhere), preferably knowledge of NGOs.
- Knowledge of national or regional marine, conservation and political environments is an asset.
- **A citizen or resident of Panama with a valid work permit**
- **Bilingual Spanish/English or fluent Spanish & strong English written and spoken skills required.**
- Excellent and demonstrated written and verbal / presentation skills required;
- Excellent interpersonal skills and diplomacy necessary to forge alliances and implement community-based projects; preferably prior experience working with coastal communities;
- Will be a highly motivated, proactive, and committed strategic thinker who is detail-oriented and highly organised with a strong work ethic; the ability to work to tight deadlines and manage others to ensure best results and strong team-work.
- Able to work in sometimes remote and rustic field sites, including in offshore islands and in small boats at sea;
- Fundraising and proposal writing experience is required;
- Competent Microsoft Office Suite and Zoom user, familiarity with Adobe suite, Canva an asset.
- Ability to work both independently and as functional team member; focus on results, and responding positively to feedback; diplomacy and political sensitivity; accountability;
- Good planning, logistical and organizing skills; with ability to deliver high quality results against tight deadlines; attention to detail and follow-through;



- Intellectual curiosity; an innovative and entrepreneurial drive; comfort with change and ambiguity
- Your actions are expected to reflect the mission focus and staff values of MarAlliance: community, continuity, entrepreneurial, science-based, integrity.

Location

The position is **full-time** and based in Panama City, Panama, with up to 25% travel locally and internationally. The position is paid commensurate with qualifications, and includes the benefits of health insurance, social security, flexible hours, paid holiday leave and professional training.

Please submit **a single PDF** that includes your cover letter, current resume (CV) and contact information for 3 professional references to info@maralliance.org by **November 26th 2021** if you meet listed requirements (note country and language requirements) and wish to apply. When submitting your application via email, please title the subject line "MAR NC-Panama_your last name"