



GI WACAF Project Manager

Background

The Global Initiative for West, Central and South Africa (GI WACAF) Project is a joint initiative between the petroleum industry, through IPIECA, and the International Maritime Organization (IMO) that aims to build and strengthen oil pollution response capacity at national and regional levels across 22 West, Central and South African countries, for the protection of the marine and coastal environment.

Position

Objective: The GI WACAF Project Manager is responsible for implementing a wide array of oil pollution response-related capacity building activities under the GI WACAF Project, in accordance with the GI WACAF strategy and the biennial Action Plan. Guidance and oversight will be provided by the GI WACAF Steering Committee, comprised of representatives of petroleum companies and the IMO.

Location: Flexible but with the ability to attend regular meetings at IMO Headquarters in London, UK once per month and to conduct day to day work during European business hours. The position also involves regular international travel, primarily to Africa, but also to other regions, as required.

Start date in post: 1 January 2022

Responsibilities:

Under the direct supervision of the GI WACAF Chair and the overall guidance of the GI WACAF Steering Committee, the Project Manager will be expected to:

Governance

- Organizing regular meeting and teleconferences of the Steering Committee, including dissemination of agendas, meeting notes, report on activities and budget updates.
- Providing regular updates to the Steering Committee on the implementation of activities under the project in alignment with the programme of work.
- Establishing, monitoring, and controlling the annual budget and producing regular budget reports.
- Maintaining strong relationships and close communication with key project stakeholders.
- Ensuring close communication and collaboration with GI WACAF country focal points, to ensure the effective planning and delivery of the activities under the project.

Project management

- Preparing the biennial draft Action Plan for approval by the Steering Committee and endorsement by the GI WACAF focal points.
- Establishing the annual programme of work and associated schedule for the delivery of objectives and activities set out in the Action Plan.
- Supervising and direct the work of the Project Coordinator.
- Planning, organizing, and implementing the biennial GI WACAF Conference in collaboration with IMO.



- Keeping abreast of regional developments and proposing new activities or revisions to existing activities under the Action Plan, to ensure the project remains current and relevant.
- Promoting and representing the GI WACAF Project at meetings, workshops, conferences, or other initiatives related to oil pollution preparedness.
- Acting as a point of liaison between governments and petroleum industry business units within the member countries on project matters.
- Carrying out any other tasks as directed by the Steering Committee.

Selection criteria, required qualifications & experience:

Work Experience

Three to five years of project management experience, ideally working with the oil and gas industry and/or governments. Experience in the delivery of capacity building programmes and activities related to marine environment protection or pollution preparedness and response, or other similar discipline.

Languages

Complete fluency in English and French - both written and oral-- is required.

Education

A minimum of a bachelor's degree in applied science, environmental management, development studies, international relations, or related field.

Skills

- Proven project management skills and experience in applying project management methodologies.
- Excellent drafting, presentation, and communication skills.
- Proven organizational skills in coordinating activities and resources.
- Ability to work effectively under pressure with a positive and solutions-oriented approach.
- Proven ability to manage and motivate staff.
- Strong interpersonal skills and the ability to build and maintain effective working relationships with a variety of stakeholders, at all levels, in an international, multi-cultural context.
- Competent in the use of relevant IT applications including advanced skills in MS Office applications. Web design/editing experience would be an asset.

Application

Type of employment will depend on the specific situation of applicant.

Applicants are requested to submit a CV and covering letter to Rob Cox rob.cox@ipieca.org.

Uncomplete applications will not be considered. Applications will be reviewed on a rolling basis.

Pre-selected candidates will be interviewed.