



## EMPLOYMENT OPPORTUNITY

### **Background:**

In November 2021, the Government of Belize and The Nature Conservancy announced a “blue bond” debt conversion agreement enabling the country to reduce its debt burden and increase its investment in marine conservation. Key milestones including the development, approval and implementation of a Marine Spatial Plan (MSP) have been outlined in the Conservation Commitments under the Conservation Funding Agreement.

The Coastal Zone Management Authority and Institute (CZMAI), under the Ministry of Blue Economy and Civil Aviation, has been designated as the government’s lead agency for the Marine Spatial Plan (MSP) process with funding support from the Belize Fund for a Sustainable Future (BFSF).

As part of this exciting initiative, a suitably qualified **MSP Coordinator** is being recruited to serve as the day-to-day support for the MSP process in Belize.

### **Summary of Position:**

The MSP Coordinator will be responsible to provide overall and day to day logistical and coordination support for the development of MSP outputs including activities related to engagement, awareness building, and education. He/she will support the MSP Process Lead and TNC’s MSP Specialist, especially with scheduling calls and call materials, note-taking, organizing workshops and meeting logistics (virtual and/or in-person). The MSP Coordinator will report to the MSP Process Lead. This is a contractual position, subject to renewal based on satisfactory performance and funding availability.

### **Key Duties and Responsibilities:**

#### *Planning and Logistics*

Under the direct supervision of the MSP Process Lead, provide necessary logistical support for the following:

- All stakeholder engagement/consultations on behalf of the CZMAI and as required within the MSP workplan.
- Planning and implementation of activities to support the MSP Inception workshop/launch along with the core MSP team.
- Planning and implementation of activities to develop a vision statement, goals and objectives and guiding principles for the MSP.
- Establishment and subsequent planning and coordination of meetings of the Steering Committee (SC) and implementation of the Governance Framework for the MSP.



- Planning, coordination and facilitation (as needed) of core MSP team meetings, workshops, etc.

### *Coordination and Reporting*

- Coordinate all relevant stakeholder meetings/consultations as required within the MSP workplan.
- Support the process for stakeholder mapping and analysis.
- Provide support to the MSP Process Lead to engage with internal and external stakeholders to ensure active and inclusive input and participation.
- Support the MSP Process Lead in coordinating with TNC, subject matter experts and other partners as appropriate to identify additional support for the MSP.
- Provide support for the preparation of reports and meeting notes/minutes for all meetings, consultations etc.
- Provide support for the preparation of progress and annual reports as required as well as necessary support for preparation of financial reports based on budget execution.
- Provide support to the MSP Process Lead as the liaison for the MSP process including collaborating with peers in the network, learning and sharing best practices, and engaging potential partners across industries and sectors to advance MSP development, approval and implementation.

### *Communications, Engagement and Information Sharing*

1. Communicate with stakeholders to raise awareness of the MSP process and outputs.
2. Support the establishment of an ongoing collaboration structure for multiple institutional, governmental, cultural and community partners and stakeholders to partner on the development of MSP outputs, approval and implementation of the Marine Spatial Plan.
3. Support the preparation of the draft and final MSP document and Implementation Plan.
4. Support the development and dissemination of project-related information, decision support tools, etc. to interested parties and the public.
5. Support the development and dissemination of MSP outputs on websites and social media platforms maintained by CZMAI, TNC and other partners as specified by from time to time.
6. Conduct any duties or tasks in relation to the supporting the MSP process and the relevant requirements in the Conservation Commitments and Agreements with the BFSF.



### **Required Qualifications and Experience:**

The role will require junior-level expertise and experience with planning, coordination, engagement and information sharing. The following qualifications are strongly preferred:

- Bachelor's degree in Social Sciences, Geographical Information Systems/Science (GIS), Communications/Public Relations, Environmental Science, Natural Resource Management, Sustainable Development or related field.
- At least 3 years' experience working in partnership with different communities, organizations and/or entities and/or in the field of natural resource management, etc.
- Junior-level experience in a large, diverse organization such as government agency, corporation and/or large non-profit organization.
- Knowledge of natural resource management and/or coastal zone planning principles, processes and best practices.
- Experience and/or knowledge of sectors and users of Belize's ocean space.
- Experience in implementing major projects that require coordinating with and executing across multiple sectors or disciplines.
- Strong, effective communication skills for multiple audiences including communicating with the public and/or media both in writing and verbally.
- Bilingual (Spanish) is a plus.
- Able to obtain and submit a valid permit to work in Belize, a recent Police Record and valid Driver's License prior to commencing employment, if offered the position

### **Work Environment:**

The MSP Coordinator will be based at the CZMAI office in Belize City. However, when necessary, he/she will be required to work/travel to different parts of the country.

### **Salary:**

Salary will be based on qualifications and experience.

### **Application Procedure:**

Qualified and interested persons should submit a Letter of Application, Resume or Curriculum Vitae, Copies of Academic Records and other relevant credentials, and Contact Details for Two (2) Referees. Incomplete applications or applications not meeting the requirements stated above **WILL NOT** be accepted.

**Applications can be submitted via e-mail to the address below by Friday June 3, 2022**

Coastal Zone Management Authority and Institute  
Princess Margaret Drive, P.O. Box 1884  
Belize City, Belize  
[info@coastalzonebelize.org](mailto:info@coastalzonebelize.org)

RE: Marine Spatial Plan (MSP) Coordinator Post