



EMPLOYMENT OPPORTUNITY

Background:

In November 2021, the Government of Belize and The Nature Conservancy (TNC) 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 Process Lead** is being recruited to serve as the day-to-day lead for the MSP process in Belize.

Summary of Position:

The MSP Process Lead will work with government and relevant stakeholder groups to design and manage the MSP process, and to develop and support the implementation of the MSP governance framework. He/she will be responsible for the development of MSP outputs or products and completion of the Marine Spatial Plan (on behalf of the government). The MSP Process Lead will report to CZMAI’s Director and will work as a part of the core MSP team. The MSP Process Lead will also be required to work closely with TNC’s MSP Specialist to organize and advance the MSP. This is a contractual position, subject to renewal based on satisfactory performance and funding availability.

Key Duties and Responsibilities:

Planning, Process Organization and Coordination

- Support a team of partners in the design and organization of the MSP process and oversee the day-to-day implementation of the comprehensive MSP work plan, including monitoring and reporting on progress.
- Liaise with the TNC MSP Specialist and other government partners to ensure optimal work plan and budget execution within required timeframe.
- Develop and execute CZMAI’s internal work plan to ensure delivery of outputs towards the development of the MSP.



- Identify, communicate, and address any obstacles that may affect work plan/budget implementation.
- Provide day to day supervision of the MSP technical core team based at the government lead agency.
- Plan and implement activities to support the MSP Inception workshop/launch along with the core MSP team.
- Guide government and relevant stakeholder groups through a participatory process to develop a vision statement, goals, SMART objectives and guiding principles for the MSP.
- Prepare the Steering Committee (SC) Terms of Reference and Governance Framework for the MSP and support implementation.
- Support the planning and coordination of SC meetings and core MSP team meetings, workshops. Etc.

Engagement and Partnership

- Lead all stakeholder engagement/consultations on behalf of the CZMAI in collaboration with the [TNC] Stakeholder Engagement Specialist.
- Support the process for the stakeholder mapping and analysis.
- Convene and collaborate with key sector leads identified in the MSP work plan, and other relevant internal and external stakeholders to ensure active and inclusive input and participation.
- Partner across government(s), with communities and non-government and private sector organisations to advance learning and to identify sector representatives, opportunities and economic, social and cultural priorities for Belize's blue space.
- Collaborate with TNC, subject matter experts and other partners as appropriate to identify additional support for the MSP.
- Prepare required reports for internal and external communications, etc. and required reviews or updates as required on behalf of the CZMAI.
- Act as CZMAI's representative and 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.

Delivery and Impact

1. Establish and engage 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.
2. Prepare draft and final MSP document and develop Implementation Plan.



3. Ensure that project-related information, decision support tools, etc. are publicly accessible and available for use by third parties.
4. Ensure that all MSP outputs are publicly available on websites maintained by CZMAI, TNC and other partner websites as specified by from time to time.
5. Prepare progress and annual reports as required as well as provide necessary support for preparation of financial reports based on budget execution.
6. Conduct any duties or tasks in relation to the MSP and ensure that the relevant requirements in the Conservation Commitments and Agreements with the BFSF are being fulfilled.

Required Qualifications and Experience:

The role will be complex and cross-disciplinary, requiring senior-level expertise and demonstrated experience with governance, engagement and project delivery. The following qualifications are strongly preferred:

- Master's degree in Marine Spatial Planning, Environmental Science, Natural Resource Management, Sustainable Development or related field
- At least 5 years' of on-the-ground experience with advancing ocean conservation and participatory processes in the field of marine spatial planning, marine protected area design and management, natural resource management, etc.
- A proven track record and at least 3 years' experience with project management, including budget execution including implementing major projects that required coordinating with and executing across multiple sectors or disciplines.
- Management experience preferably in a large, diverse organisation such as government agency, corporation and/or large non-profit organization.
- Demonstrated knowledge of marine spatial planning and coastal zone management, inclusive of participatory, multi-objective planning principles, processes and best practices.
- Experience and significant knowledge of ocean-based economic development (blue economy), including sectors and users of Belize's ocean space with the demonstrated ability to establish and maintain relationships with multiple levels of government, businesses, non-governmental agencies and community leaders.
- Experience leading strategic and adaptive planning and operations in the areas of public policy, governance and/or economic or community development.
- A proven track record as an effective organisational leader.
- Experience with leading, motivating and managing a multidisciplinary team including both direct reports and peers, as well as consultants or contractors, often without direct supervisory authority.
- Experience engaging with external funding partners, including managing governance and reporting arrangements.
- Experience with facilitation, building stakeholder consensus and conflict resolution.



- 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 Process Lead 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 to demonstrate skills/experience including a portfolio of any previous/current work on designing MSP, 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

RE: Marine Spatial Plan (MSP) Process Lead Post