



EMPLOYMENT OPPORTUNITY

The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic, experienced and results-driven individual for the post of *COASTAL PLANNING TECHNICIAN*

Summary of Position:

The Coastal Planning Technician is responsible for providing technical support to CZMAI's Coastal Planning and Monitoring Program in order to guide planning and decision-making for sustainable use and management of Belize's coastal resources.

The Coastal Planning Technician will be supervised by, and will report directly to, CZMAI's Coastal Planner.

Primary Duties and Responsibilities:

- 1) Assist with the successful implementation of project activities related to the Coastal Planning and Monitoring Program;
- 2) Assist in monitoring development activities in the coastal zone and maintain a database of such activities in liaison with CZMAI's Coastal and Marine Data Centre (CMDIC);
- 3) Assist the Coastal Planner in coordinating and implementing activities related to the development and implementation of the Belize Integrated Coastal Zone Management (ICZM) Plan;
- 4) Collect information on the natural, economic and social resources of the coastal zone on a continuous basis, and compile it quarterly, for updating the Belize ICZM Plan;
- 5) Assist in the development and maintenance of relevant databases, updated quarterly, to house and manage data generated in line with CZMAI's monitoring programmes;
- 6) Assist in planning and coordinating the regional Coastal Advisory Committees, including meetings and minutes that clearly identify key issues and follow-up actions, and liaise with the general public to implement and monitor the effectiveness of the regional coastal zone management guidelines;
- 7) Foster continued implementation of planning, monitoring and other related activities with key partner agencies, including attending coordination meetings and seeking support for CZMAI's activities from government and non-government stakeholders;
- 8) Assist in the development of tools and mechanisms (such as a Community Wardens Program) to include community participation in the monitoring and implementation of the ICZM Plan, and organize related capacity development activities;
- 9) Assist in developing and implementing communication tools to facilitate information sharing on the coastal planning and monitoring program as well as public education and outreach;
- 10) Plan and participate in field activities related to water quality and coastal monitoring, including logistical arrangements, field reports, support for compliance monitoring, and ensuring equipment is operable before deployment and properly logged and secured;



- 11) Develop education and outreach materials, assist the Sales and Marketing Assistant with the Coastline Newsletter, and plan and implement a quarterly Seminar Series promoting the work of partners;
- 12) Prepare and disseminate data and reports for CZMAI and public use, including an individual work plan and monthly progress updates, input to the annual Coastal Planning and Monitoring Unit work plan, and technical input to reports and project proposals;
- 13) Assist with research and monitoring activities for the Sport Fishing and Goff's Caye programmes, and with planning and support for Coastal Zone Management Advisory Council meetings, as required; and
- 14) Undertake any other related duties assigned by the Coastal Planner that are consistent with the role of Coastal Planning Technician and support the objectives of the Institute.

Required Qualifications and Experience:

Qualifications

- Minimum of an associate's degree in biology and/or Chemistry, Environmental/Marine Science, or other related field.

Knowledge & Experience

- Experience working with the principles of integrated coastal zone management;
- Experience with monitoring including data collection in the coastal and marine environment;
- Experience working with multi-sectoral groups including Government, civil society and private sector representatives;
- Knowledge of the Belize Barrier Reef system and the existing ICZM program in Belize;
- Knowledge of Natural Resource and Environmental Management issues;
- Excellent communication and organizational skills;
- Proficiency with computers –MS Office suite;
- Must be a quick learner and exude a profound willingness to learn;
- Excellent organizational and time management skills; and
- Team player, flexible and ability to pay attention to detail.

Work Environment:

The Coastal Planning Technician 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 with flexible work hours and on weekends

Salary:

Salary will be based on qualifications and experience.



Submission of Application:

Qualified and interested persons should submit:

1. Letter of Application
2. Resume or Curriculum Vitae
3. Official Transcripts,
4. Contact Details for Two (2) Referees
5. Recent Police Record (i.e. within the past six months).

*Note: copy of receipt of payment for Police Record may be considered. *

Incomplete applications or applications not meeting the requirements stated above **WILL NOT** be accepted.

Applications can be submitted to

Email : info@coastalzonebelize.org, hrmanager@coastalzonebelize.org

RE: Coastal Planning Technician