



COASTAL ZONE MANAGEMENT AUTHORITY AND INSTITUTE

Princess Margaret Drive, P.O. Box 1884, Belize City, Belize, Central America
Tel: 501-223-5739/0719 – Fax: 501-223-5738 – E-mail: info@coastalzonebelize.org
Website: www.coastalzonebelize.org

TERMS OF REFERENCE

Job Title: Coastal Planning Technician

Program: Coastal Planning and Monitoring

Location: 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.

Position: Full time

Reports to: Coastal Planner

Summary of Position:

Under the direction of the Supervisor, the incumbent 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.

Key Responsibility Areas:

- Provide technical support to the Coastal Planning and Monitoring program including:
- Implementation of project activities related to the program;
- Planning and implementing field activities related to water quality and coastal monitoring;
- Planning and implementation of education and outreach activities to foster greater awareness of the program;
- Developing partnerships and collaboration to strengthen the program;
- Development and maintenance of relevant databases;
- Preparation and dissemination of data and reports for CZMAI and public use.

Primary Relationships:

- Director
- Coastal Planner (Supervisor)
- Finance and Operations Manager
- Water Quality and Coastal Monitoring Technician
- Sales and Marketing Assistant
- Sport Fishing Coordinator
- Data Manager



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Goal:

To support CZMAI's Coastal Planning and Monitoring program through the implementation of recommendations for the improved management of coastal and marine resources within the coastal zone as laid out in the Integrated Coastal Zone Management (ICZM) Plan.

Objectives:

- To assist with the successful implementation of project activities related to the coastal planning and monitoring program;
- To assist in monitoring development activities in the coastal zone and maintain a database of such activities in liaison with the Coastal and Marine Data Centre (CMDC);
- Assist the Coastal Planner in coordinating and implementing activities related to the development and implementation of the Belize ICZM Plan.
- To collect information on the natural, economic and social resources of the coastal zone on a continuous basis for updating the ICZM Plan;
- To assist in the development and maintenance of relevant databases to house and manage data generated in line with CZMAI's monitoring programs;
- To assist in planning and coordinating the regional Coastal Advisory Committees and liaise with the general public to implement and monitor the effectiveness of the regional coastal zone management guidelines;
- To foster continued implementation of planning, monitoring and other related activities with key partner agencies;
- To 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
- To 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.



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Key Duties:

Database development & maintenance	
Goals/Outcomes	Major responsibilities
Indicator of success (Targets to be set annually): - Coastal Planning and Monitoring Database developed and updated on a quarterly basis. Outcome: - Improvement in data accessibility and up-to-date information for use by CZMAI and the public.	Develop and maintain coastal planning and monitoring databases with relevant data/information in collaboration with the Coastal and Marine Data Centre.

Coastal Planning	
Goals/Outcomes	Major responsibilities
Indicators of success (Targets to be set annually): - A system to collect information to update the ICZM Plan is maintained on a quarterly basis. - Number of quarterly Coastal Advisory Committee meetings held and minutes prepared. - Number of beneficiaries of capacity development activities implemented (i.e., Community Wardens Programs) - Number of reports, actions or recommendations collected in relation to the implementation of the coastal zone management guidelines	- Collect and compile information, and maintain system on the natural, economic and social resources of the coastal zone on a quarterly basis for updating the ICZM Plan. - Plan and coordinate meetings with Coastal Advisory Committees to implement and monitor the effectiveness of the regional coastal zone management guidelines. - Prepare minutes for CAC and other stakeholder meetings clearly identifying key issues and actions for follow up.



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and broader coastal management issues at the community level. Outcome: - Increased understanding of the status of development in the coastal zone. - Improvements in the coastal planning and monitoring program via partnerships. - Increased participation of communities in monitoring and reporting of coastal zone matters.	Organize capacity development activities and manage communications-related matters from the communities, ie. participants of the Community Wardens Program.
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Water Quality/ Coastal Monitoring	
Goals/Outcomes	Major responsibilities
Indicators of success (Targets to be set annually): - Number of progress reports/updates shared by at coordination meetings. - Number of field activities conducted. - Number and type of training workshops/coordination meetings attended. Outcome: - Filling of data gap in coastal research and monitoring. - Improvement in coordination of field activities to conduct coral reef monitoring.	- Participate in water quality and coastal monitoring field activities and assist with the preparation of field reports. - Attend coordination meetings relevant to monitoring of marine biodiversity (flora and fauna) use and management, provide progress reports and seek support for CZMAI's activities from key stakeholders including government and non-government agencies. - Organize and coordinate logistical arrangements for field activities to



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	support CZMAI's priorities for coastal research and monitoring. • Assist with the planning and execution of compliance monitoring activities. • Verify that all equipment are operable prior to deployment in the field, and proper procedures are implemented for logging use and securing equipment.
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Education and Outreach	
Goals/Outcomes	Major responsibilities
Indicators of success (Targets to be set annually): • Number of CZMAI outreach and awareness activities involving Coastal Planning and Monitoring Program. • Number of education and awareness materials i.e. Pamphlets, posters etc. prepared. Outcome: • Increased understanding and awareness of the role and function of the Coastal Planning and Monitoring Program.	• Develop communication and outreach materials for the Coastal Planning and Monitoring Program for dissemination to the public. • Organize and participate in outreach and awareness activities relevant to CZMAI's Coastal Planning and Monitoring Program. • Provide technical information on the Coastal Planning and Monitoring Program to Institute staff and the public as requested. • Assist the Sales and Marketing Assistant with the preparation of the Coastline Newsletter. • Plan and implement quarterly Seminar Series to promote work of partners in



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	key areas of mutual interest, such as research and innovations in resources management.
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Reporting	
Goals/Outcomes	Major responsibilities
Indicator of success: • Prepare individual progress report to inform the quarterly unit reports. • Other reports/proposals developed. Outcome: • CZMAI Board of Directors and staff are aware of the ongoing activities and improvements to the Coastal Planning and Monitoring Program.	• Prepare individual work plan and monthly progress updates, and assist with the development of the annual Coastal Planning and Monitoring Unit work plan. . • Provide technical inputs to support the preparation of reports, project proposals that would serve to advance the Coastal Planning and Monitoring Program.

Other duties:

- Assist in conducting research and monitoring activities in relation to ecosystems, habitat and species of the Sport Fishing and Goff's Caye programs as required.
- Assist with the planning and support for the Coastal Zone Management Advisory Council meetings as required.
- Undertake any other related duties assigned by Coastal Planner that are consistent with the role of Coastal Planning Technician, and which support the objectives of the Institute.



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Qualifications and Experience:

Qualifications:

- Minimum of an Associate's Degree in Biology and/or Chemistry, Environmental/Marine Science, or other related field.

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.