JOB TITLE: General Manager

REPORTS TO: Board of Directors, SMMA Inc.

SUPERVISES: Technical, Administrative and Auxiliary staff of the SMMA Inc.

A. RELATIONSHIPS AND RESPONSIBILITIES

1. Works under the direction and supervision of the Board of Directors of the Soufriere Marine Management Association Inc. (SMMA Inc.) to administer, manage and provide leadership and direction on a wide range of marine-related programs and projects within the Soufriere Marine Management Area (SMMA), and the Canaries and Anse la Raye Marine Management Area (CAMMA).

2. Engages, collaborates and partners with marine resource users, coastal zone management stakeholders, private sector, community based organisations, and government agencies to ensure the mission, vision, mandate and programme objectives of the SMMA Inc. are successfully implemented.

3. Ensures the financial viability of the SMMA Inc. and its long term financial health.

B. DUTIES AND TASKS

Strategic

1. Leads the strategic management and development of the SMMA Inc. through the development of strategic plans and work plans; and identifies and secures funding to support delivery of the strategic plan.

2. Enhances the revenue generated through a mixed portfolio of services provided by the SMMA Inc. to ensure sustainability of finances.

3. Prepares an annual work plan and budget for review and approval of the Board of Directors.
4. Coordinates and monitors the implementation of work and strategic plans within budget and reports on the performance of the plans to the Board of Directors.
5. Prepares and delivers operational progress reports and financial reports on a quarterly basis, and as required for consideration by the Board of Directors.
6. Ensures compliance with, and implementation of, the work programme and any other related strategic directives from the Board of Directors.

**Organisational**
7. Coordinates and effectively overseas the day-to-day operations of the SMMA Inc. to ensure efficiency, quality, service, and cost effective management of resources.
8. Supervises, motivates, coaches and develops the capacity of the staff/team – facilitating team meetings and regular appraisal of staff performance.
9. Maintains up-to-date human resource records for each staff such as acceptance letters, salary terms, job description, performance appraisals, and disciplinary letters.
10. Manages the budget of the SMMA Inc., including the expenditure and ensuring fiscal transparency and accountability to ensure the efficient and effective use of funds in achieving the goals of the SMMA Inc.
11. Coordinates and implements projects of the SMMA Inc. and ensues accurate and comprehensive related progress and financial reports are provided to donors and the Board of Directors.
12. Enhances compliance with the rules and regulations governing the SMMA and CAMMA through, inter alia, development of enforcement protocols, inter-agency agreements, preparation of necessary correspondence and facilitating direct intervention involving other enforcement agencies.
13. Identifies policy gaps, ensures policies are up-to-date, consistent and approved by the Board of Directors, and develops new policies and procedures for consideration and approval of the Board of Directors.
14. Ensures all policies of the SMMA Inc. are strictly adhered to and maintains compliance with the SMMA Inc. policies and procedures.
15. Ensures all financial reporting, processes and obligations as a Company under the Companies Act of Saint Lucia are met.
16. Monitors and ensures efficient and effective upkeep of all equipment and infrastructural assets of the SMMA Inc.

**Communication**
17. Develops and maintains effective networks with principal stakeholders through inter alia the organisation of, and participation in, regular stakeholder committee meetings and focus group sessions.
18. Facilitates and coordinates conflict resolution processes for resource use management, involving various stakeholders and/or groups.
19. Provides timely and relevant information, as appropriate, in response to requests from stakeholders including governmental and non-governmental organisations and groups within and outside of Saint Lucia.
20. Monitors management effectiveness of the SMMA and CAMMA and develops programs to improve effectiveness.
21. Prepares dossiers/packages on behalf of the SMMA Inc. for entry into competitions or for promotional purposes.
22. Ensures that the SMMA Inc. continues to be a leading advocate at the local, national and international level for the sustainable management of the coastal zone and marine resources, through inter alia the preparation and delivery of relevant presentations and reports, publication of newsletters and media representations.
23. Co-ordinates and implements public education and sensitisation activities of the SMMA Inc.

**Relationship with the Board**
24. Informs the Board of Directors on significant policy developments and advising on a response.
25. Presents a quarterly statement of financials and inventory report to the Board of Directors.
26. Presents both written and verbally a quarterly report to the Board of Directors, or as requested, on the performance progress of the organisation against the budget and work plan to ensure the efficient and effective management of resources.
27. Developing and presenting annual work plans based on organisational strategic plans including the SMMA Agreement to the Board of Directors for approval.
28. Schedules and facilitates meetings of the Board of the Directors and sub-Committees, as directed or as needed.
29. Coordinates all regular meetings of the Board of Directors and ensures the submission of timely and appropriate minutes of meetings; status reports on actions and decisions; and supporting documents to all Board members, at least one week prior to schedule meetings.
30. Coordinates all meetings of the Stakeholder Committee, Scientific Committee and other sub committees of the Association and ensures the submission of timely and appropriate minutes of meetings; status reports on actions and decisions; and supporting documents to all Board members and stakeholder groups/members, at least at least one week prior to scheduled meetings.

Others
31. Represents the SMMA Inc. at national, regional and international meetings, committees, workshops and conferences as directed by the Board of Directors.
32. Performing any other duties as directed by the Board of Directors, relevant to the management and development of the SMMA Inc.

C. CONDITIONS

1. Accommodation provided in a general administrative office or as work circumstances require.
2. Institutional support is provided through the organisations represented on the Board of Directors.
3. Will be required to adhere to all conditions stipulated in the Agreement for Employment and associated Schedule.
4. Will be required to adhere to the policies and procedures of the SMMA Inc.
5. Opportunities exist for personal development and career advancement through orientation, general and specialised in-service training.
6. Salary is in accordance with the terms agreed to in the Agreement for Employment and Associated Schedule and subject to salary revisions undertaken during the period of engagement.
7. Gratuity is payable as per the Agreement for Employment and Associated Schedule.
8. A work permit is facilitated by the SMMA Inc. for the person engaged, if necessary.
9. Benefits are available as per the Agreement for Employment and Associated Schedule.
10. Will be required to work flexible hours to meet the needs of work and work during unsocial hours may be required.
11. Will be required to travel overseas to represent the SMMA Inc.
12. Will be required to possess a valid driver’s license.

D. EVALUATION METHOD

Work performance will be evaluated on the demonstration of:

1. Quantity of acceptable work accomplished.
2. Effectiveness in achieving duties, tasks, responsibilities and assignments outlined in the job description.
3. Timely completion of tasks and the meeting of task deadlines.
4. Accuracy, thoroughness and presentation of work and ability to make sound analyses and recommendations.
5. Quality of routine letters/reports, both in terms of clarity and accuracy.
6. Proven knowledge and understanding of the relevant legislative instruments and operational documents that govern the operation of the SMMA and the effective application of scientific and technical information required for performance of job duties.
7. Level of creativity and self-reliance and ability to originate ideas and actions.
8. Willingness to accept responsibilities and authority of the post and to take action and make decisions effectively on matters associated with the duties of the post.
9. Demonstrated ability to analyse situations, define issues, weigh alternatives, arrive at logical conclusions and adopt appropriate solutions.
10. Demonstrated ability to effectively relate to the public in the performance of the duties associated with the post.
11. Demonstrated ability to effectively interact with other staff members in the workplace and to cooperate in carrying out the work programme of the SMMA Inc.
12. Ability to meet the demands and requirements of the job even in difficult and unusual situations and to make effective use of working time.
14. Compliance with the SMMA Agreement and Bylaw, Standard Operating Procedures, Agreement for Employment and Associated Schedule Terms.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. Advanced knowledge of basic biology, fisheries biology, ecology, and resource management.
2. Advanced knowledge of work programming and budgeting.
3. Ability to co-ordinate and effectively perform work duties and to collaborate with others.
4. Working knowledge of accounting procedures and financial reporting.
5. Working knowledge of the installation of yacht-mooring systems.
6. Ability to effectively relate to the fishing community, other stakeholders and the public in general.
7. Ability to effectively negotiate with stakeholders to achieve the objectives of the SMMA Inc.
8. A working knowledge of, and ability to interpret relevant legislative instruments that govern the operation of the SMMA Inc., SMMA Agreement, Bylaws, Standard Operating Procedures, Staff Orders and Agreement for Employment and Associated Schedule Terms.
9. Advanced computer skills, including, inter alia, networking, web authoring, handling of statistics and spreadsheets.
10. Sea worthiness.
11. Decisiveness, creativeness, demonstrated initiative, soundness of judgement and clarity in issuing directive.
12. Ability to build and maintain effective teams.
13. Fluency in Creole will be an asset.
14. SCUBA certification from a recognised organisation will be an asset.
15. Project Planning and Management certification will be an asset.

F. QUALIFICATIONS

1. A Bachelor’s Degree in Marine Management, or Natural Resource Management, or Natural Science, or a related field and at least two (2) years working experience in Marine Protected Area Management, or Natural Resource Management, or related field.

OR

2. A Diploma in Marine Management, or Natural Resource Management, or Natural Science, or related field and at least five (5) years working experience at a senior level in Marine Protected Area Management, or Natural Resource Management, or related field.

AND

3. Ability to work effectively with community groups and to resolve conflicts among stakeholders.
4. Strong project planning, human resource management, strategic and financial management skills.
5. Strong writing, oral and other communications skills.
6. Computer application: word processing, graphics and statistics.
G. REMUNERATION

1. Gross salary at the rate of seventy–eight thousand Eastern Caribbean dollars (EC$ 78,000.00) per annum.
2. Allowances at the rate of twelve thousand Eastern Caribbean dollars (EC$ 12,000.00) per annum.
3. Twenty–four (24) days of vacation leave per annum.
4. A maximum of fifteen percent (15%) gratuity of gross salary (not including allowances) will be paid on satisfactory completion of performance targets outlined in contract.

Applications to include a cover letter and curriculum vitae, accompanied by two written references and certified copies of documents pertaining to qualifications, should be addressed to and delivered in person, or by email - NO LATER THAN Thursday, March 5, 2020.

The Secretary
Soufriere Marine Management Association Inc.
c/o Department of Fisheries
Point Seraphine
Castries
SAINT LUCIA

Email: smma.inc.sec@gmail.com

NOTE: Applications arriving after the deadline date will not be accepted.

Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.