

Project Manager – Job Description

**Chumbe Island Coral Park Ltd.,
Zanzibar, Tanzania**



Chumbe Island Coral Park Ltd. (CHICOP) is based in Zanzibar/Tanzania. Established since the early 1990's CHICOP lobbied for, and went on to acquire, management rights over the Chumbe Island Marine Protected Area (MPA). This award-winning privately-managed protected area is renowned as the first financially independent and self-sustaining MPA in the world (and is today one of only two existing). This is made viable through revenue generated by sustainable marine ecotourism (both day visitors and overnight guests staying in Chumbe's eco-lodge). The tourism operations in the MPA utilize commercial principles with not-for-profit objectives to finance project operations, conservation, research and an extensive environmental education programme for local schools.

The MPA includes a protected reef sanctuary and forest reserve. There is also a Visitors' centre used for Chumbe's education programs (see www.chumbeisland.com).

Job description:

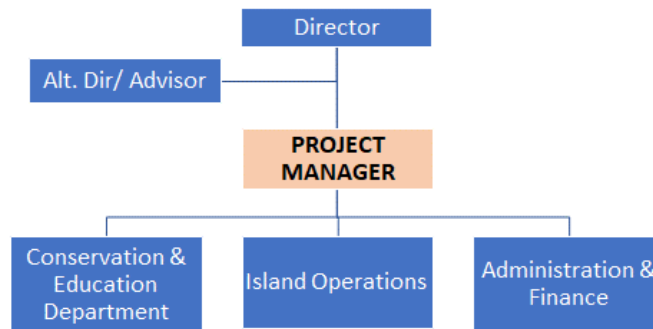
The Project Manager is based at the CHICOP office near Zanzibar town and reports to the Project Director. Leading a team of one expatriate and approximately forty Tanzanian employees, the Project Manager is expected to oversee all program activities, with particular emphasis on the tourism business operations. Key tasks include:

- Be the key liaison with relevant departments in the Government of Zanzibar related to CHICOPs business operations, i.e. Ministry of Finance, Ministry and Commission for Tourism, Zanzibar Investment Promotion Agency, Immigration and Labour.
- Manage project staff and be in charge of recruitments, staff appraisals and all and any disciplinary measures.
- Oversee the departmental managers in their work (**see note 1**).
- Promote the eco-lodge business of Chumbe, including: marketing, promotions, agent communications, reservations management and other activities to promote the Chumbe eco-lodge and maximize revenue generation (**see note 2**).
- Oversee the implementation of the objectives in the Chumbe Island Management Plan 2017-2027 (including undertaking an annual review of achievements against the objectives) (**see note 3**).
- Oversee financial management, cross-check accounts, auditing, and producing quarterly reports with associated analytical evaluations for the Director, as well as annual assessment report.
- Oversee all office-based activities and administration.
- Promote educational opportunities and provide support to the Conservation and Education department to fulfil (and report on) their objectives as per the Chumbe Island Management Plan 2017-2027.
- Support and promote research opportunities in the MPA under the Conservation and Education department and utilize research findings in adaptive park management and reports where appropriate.

- Support the Conservation and Education Department to liaise with relevant Government Agencies where required (i.e. Ministry of Agriculture, Departments of Fisheries, Forestry and Environment) as well as wider conservation and education related institutions (i.e. Institute of Marine Sciences of the University Dar es Salaam, local and international NGOs and conservation organisations, volunteer and donor agencies etc.).
- Keep up to date with policy changes, regulations and administrative practice relevant to the Chumbe project, and produce the required monthly and quarterly reports to government (ZIPA, relevant ministries, tax authorities).
- Promote continuous relevant skills-based training of staff;
- Supervise any donor-funded activities, including proposal production, reports and accounts to the funding agency.
- Liaise with the media to promote the Chumbe project.
- Represent the Chumbe project nationally and internationally in close coordination with the Director and Alt. Director.
- Ensure Chumbe meets all obligations as stipulated in the Coral Reef Sanctuary (CRS) agreement, and Closed Forest Reserve (CFR) agreement.
- Oversee renewal processes of MPA agreements, in close collaboration with the Director, when required.

Note 1:

CHICOP operates through three core departments, as shown in the below figure.



Note 2:

Chumbe’s tourism operations have been designed, developed and established to ensure zero impact on the environment. Seven eco-bungalows accommodate up to 16 guests per night at full occupancy (18 carrying capacity including dayguests). Target demographics are high-end, with rack rates currently \$280 USD /pax/night (high season) for lodge guests, and \$90 USD / day for dayguests (2018 figures). Full information about Chumbe’s tourism operations can be found in the Chumbe Island Management Plan 2017-2027.

Note 3:

The Chumbe Island Management Plan 2017-2027 is downloadable at the following link: http://www.chumbeisland.com/uploads/media/Chumbe_Management_Plan_2017-2027.pdf (Details on the tourism operations begins on page 113. The ten year objectives for tourism operations start on page 160.)

Qualifications / Experience Anticipated:

- Bachelors degree essential, Masters degree preferred in the fields of sustainable tourism, eco-business, environment and development, sustainable development, ecological economics or business.
- Enthusiasm, energy and initiative; commitment to the project mission.
- Strong leadership skills required and keen interest in sustainable management.
- Minimum 4 years' experience working in ecotourism related field / sustainable tourism business management, preferably in East Africa with familiarity of institutional frameworks in the region.
- Experience / ability in low/zero cost marketing and promotions (i.e. social media etc.)
- Experience managing teams of people, and skills in personnel management.
- Familiarity with budgeting and accounting analysis; familiarity with 'Quick books' a big advantage (or willingness to learn Quick Books essential).
- Fully computer literate.
- Experience working within an Islamic society.
- Able to be a determined negotiator whilst remaining diplomatic and culturally sensitive.
- An organized, pragmatic, problem solving mind.
- Experience / keen interest in conservation related issues, preferably with a good working understanding of the importance of marine and forest ecosystems.
- Experience in educational development, training or teaching practice.
- Understanding / keen interest in technical infrastructure and equipment (i.e. solar energy, water, sanitation).
- Fluent in written and spoken English, working knowledge of Kiswahili and more international languages are an advantage.
- Patience and a good sense of humour.

Remuneration:

- Core salary: salary offered is set at a level to enable a goods and services differential (disposable income level) commensurate with an equivalent post of this seniority under European standards.
- Housing. (Secure accommodation provided in a fully furnished 3-4 bedroom apartment 10 minutes drive from Stonetown).
- Health insurance (inclusive of family dependents where relevant).
- Flight ticket to home base once per year.
- Work and residence visas/permits provided (and dependents residencies provided where relevant).
- Use of company car.
- Cellphone and comms package provided.
- Lunches provided week days in office.
- Minimum contract length two years, renewable.

For any further information, or to apply for the position, please contact:
Eleanor@chumbeisland.com. Applications should include a **covering letter** and **curriculum vitae / resume**.