

## **Conservation & Education Assistant Manager**

### **Project description:**

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 the world (and is today one of only two existing). This is made viable through revenue generated by sustainable marine ecotourism. 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. For more information, please visit [www.chumbeisland.com](http://www.chumbeisland.com)

### **Conservation and Education Assistant Manager position**

This is a full-time position based at the CHICOP headquarters office near Zanzibar town. He/she is responsible for organizing and leading all environmental education programs including environmental education excursions to Chumbe Island, school visits and community outreach projects, as well as for supporting the Conservation & Education Manager in all tasks related to the conservation programmes (such as compiling statistics and preparing reports, arranging environmental events). A full job description is provided on page 3.

### **Requirements**

- Tanzanian Nationality (priority will be given to candidates from Zanzibar)
- Educated to at least Bachelor's degree level in environmental education or related discipline
- Fluent in English and Kiswahili, both spoken and written
- Possess a genuine interest in nature and environmental education
- Must be a strong swimmer/comfortable in the water
- Have excellent written and verbal communication skills
- Experienced in writing formal and scientific reports
- Be computer literate (Office package)
- Demonstrate good planning and team-working ability
- Possess car driving license

### **Desirable Qualifications**

- Teaching/public speaking experience
- Broad knowledge of tropical marine life / ecosystems as well as global conservation issues

### **What we offer**

- working with an international team
- Health insurance (inclusive of family dependents where relevant).
- Breakfast and lunch are provided during workdays.
- Zanzibar Social Security Fund (ZSSF) contributions
- Access to discretionary credit and loans scheme
- 21 days leave allowance per year

**How to apply:**

To apply, please send your CV/resume, motivation letter and contact details of two referees to [apply@chumbeisland.com](mailto:apply@chumbeisland.com)

Your motivation letter should be no more than two pages, explaining your previous experience and suitability for the Conservation & Education Assistant Manager position.

Deadline for applications is the 18<sup>th</sup> December 2021.

Candidates shortlisted for interview will be contacted by email and a first round of interviews will be conducted online via zoom/skype/whatsapp.

Start date: January 2022

# JOB DESCRIPTION

## Conservation and Education Assistant Manager

### **General:**

- to assist the Conservation and Education Manager in overseeing the management of the marine park/coral reef and the protected coral rag forest on Chumbe Island in relation to conservation, research, records, training of staff and outreach
- to assist the Conservation and Education Manager in undertaking purchase and acquisition of necessary items, including seeking suitable materials/items
- to assist the Conservation and Education Manager in ensuring all conservation and education related guest material on the island (wall posters, reference books etc.) are accurate and up to date
- to assist the Conservation and Education Manager in representing Chumbe where necessary to VIPs, media and stakeholders from the national conservation community visiting the project
- to assist the Conservation and Education Manager in representing Chumbe nationally and internationally when required, primarily with regards to conservation/education related workshops/conferences
- to actively participate in conservation and education team meetings
- to be an active Chumbe Team member and follow company code of conduct for Chumbe staff

### **Conservation & Research assistance, including:**

- developing the island ranger department and implementing ranger training
- carrying out monitoring surveys in cooperation with the Head Ranger
- collecting, compiling and entering data of all conservation monitoring records
- ensuring conservation and research related updates for the quarterly ZIPA report are prepared under the supervision of the Conservation and Education Manager in a timely fashion
- drafting conservation and research related sections of the annual Conservation and Educations Status Report
- following up on potential opportunities for collaboration, partnerships, augmentation of the conservation and research work for the betterment of Zanzibar society including acquiring donor funding for particular initiatives where deemed appropriate
- achieving the conservation and research related targets of the management plan

### **Education Program**

- to plan, schedule and implement pre-visits, island excursions and post visits to schools in close collaboration with the Environmental Education Officer
- to arrange the logistics for all EE excursions (booking of bungalow, car, boat transport, cook, MEL material)
- to assist the Environmental Education Officer in the implementation of the education programme on the island, especially when snorkelling
- To ensure MEL analysis is regularly conducted as needed, to provide up-to date information for fact sheets, publications, annual status report, etc at any given time
- to arrange teachers workshops and seminars related to the education programme.
- to collaborate with the Ministry of Education, Teacher Training Centres and Head Teachers regarding the planning, development and implementation of the education programme.
- to plan and assist with the implementation of all other wider stakeholder EE excursions
- to achieve the education related targets of the management plan

### ***Sustainable Ecotourism***

- to lead and monitor all environmental sustainability aspects of CHICOP operations, including: rainwater monitoring on the island and in the office, freshwater and drinking water/supply monitoring, sustainable seafood/supply monitoring, advise on local sourcing of products, waste management in the office and on the island, CO2 foot-printing, development and implementation of staff training on all aspects of environmental sustainability
- to achieve the sustainable tourism targets of the management plan

### ***Communication and outreach:***

- to interact with VIPs, media and other guests on the island when required, meet and greet, and be a friendly face of the Chumbe team
- to lead initiatives for local PR linked to the conservation and education efforts of CHICOP and report more widely using/being trained on different tools and social media channels under the supervision of the Project Manager
- to answer all education related emails and letters under the supervision of the Conservation and Education Manager
- to conduct translations of education and conservation material to/from Kiswahili where required
- to liaise with community groups and participate in meetings where required with fishermen and wider stakeholders as necessary
- to liaise government activities in relation to the conservation and education work with relevant departments in the government of Zanzibar, in collaboration with the Conservation and Education Manager
- to assist with annual Advisory Committee meetings in collaboration with the Conservation and Education Manager and to be the CHICOP notetaker

### ***Island-based tasks***

- to assist carrying supplies on the island whenever EE schedule allows
- to remove litter from Chumbe Island whenever it is found and separated accordingly
- team work and co-operation between all staff on Chumbe Island is required at all times
- the overall experience of the visitors must be considered at all times

NOTE: EE activities on the island involve physical work in the ocean. Care should be taken to ensure the activities do not unnecessarily endanger health and safety and the islands health and safety guidelines should be followed at all times.

Working shift & hours: Monday to Friday, 42 hours / week (as per Employment Act, 2005)  
(flexibility on work schedule anticipated depending on needs)