Peace Parks Foundation (PPF) is a non-profit company established to facilitate the establishment and development of Transfrontier Conservation Areas (TFCAs) in southern Africa. PPF provides support to the Government of Mozambique for the development and management of the Maputo National Park (MNP) through a 15-year partnership agreement signed with the Government of Mozambique in 2018.

Peace Parks Foundation (PPF) has been awarded a five-year contract by the Blue Action Fund which is titled: Ecosystem-based Adaptation to Climate Change – Conserving and Building Resilience and wishes to appoint an Assistant for the project.

The position is based in Maputo National Park (MNP) and Maputo Environmentally Protected Area (MEPA) within Matutuine District and will report to the BAF Project Manager while working closely with the Project Financial and Administration Officer. The Project is being led by Peace Parks in close collaboration with MNP, National Administration for Conservation Areas (ANAC) and consortium partner ADRA Germany.

The overall objective of the project is to contribute to the conservation of a network of globally significant coastal and marine protected areas and their sustainable use zones by i) enhancing ecosystem services that ii) contribute to reducing climate change risks for vulnerable communities. To achieve this, the project will:

- Improve resources, instruments, and capacities for Marine Protected Area management and sustainable use
- Increase resilience of infrastructure and the built environment to climate change
- Strengthen adaptive capacity and reduced exposure to climate risks
- Rehabilitate degraded coastal ecosystems
- Enhance climate resilience and sustainable livelihoods for communities
- Enhance knowledge, expertise, and capacity of relevant national agencies to use Ecosystem-based Adaptation (EbA) approaches for coastal zone management
- Strengthen institutional and regulatory systems for climate responsive planning and development

The Position:
Project Assistant will be responsible for backstopping day-to-day implementation of the activities under the Ecosystem-based Adaptation to Climate Change - Conserving and Building Resilience project and ensure a smooth flow of communication between all parties involved.
Main duties/Functions:

- Support timely implementation of project activities in line with work plans;
- Assists in the organization and logistics arrangements of assigned project events, including conferences, seminars, workshops, roundtable discussions, press briefings, interviews, training sessions, capacity-building and knowledge sharing events with local communities, governments and relevant stakeholders;
- Draft correspondence and communication for specific aspects of the project, write and distribute email and letters, coordinate and schedules project team meetings, as well as update and support meetings with stakeholders;
- Assist in the procurement of goods and services and support follow-up actions to close the events’ commitments administratively and financially; etc;
- Provide assistance in the maintenance of financial records on the utilisation of funds;
- Write, compile and edit communication materials relating to project activities for internal and external audiences;
- Work closely with communications team to ensure the timely publishing of the project contents on the PPF and Maputo National Park social media and webpages;
- Assist the Project Management Team in preparing project documents and reports, including event reports, case studies, fact-sheets and web-stories;
- Participate and represent the project in relevant meetings and workshops;
- Help in building linkages with project communities, CBOs and partner organizations and agencies working within Project Areas;
- Assist in writing reports and other project related documentation;
- Perform any other project and park assistance needed.

Required Qualifications and Experience:

- Completed high school degree in business administration, social sciences, communications or other related field;
- At least 5 years of experience in project implementation, preferably in coastal and marine conservation, livelihood improvement initiatives, climate change, advocacy or related fields;
- Demonstrated ability to support the planning, monitoring, and implementation of projects;
- Experience in working in a non-governmental environment will be highly advantageous;
- Experience in stakeholders and community engagement is an added advantage;
- Experience in communications, knowledge processes, and advocacy;
- Ability to work under minimal supervision and to collaborate effectively as a member of a team;
- Ability to establish priorities, multi-task and work within tight timelines;
- Excellent written and verbal communication skills in Portuguese and English.

Skills

- Thorough knowledge of English
- Attention to detail and ability to organize
- Excellent computer skills - Word, Excel and Internet
- Strong interpersonal and communication skills
- Ability to work under pressure with minimum supervision
Remuneration: A competitive salary package will be negotiated, based on qualifications and experience.

Interested candidates should submit a covering letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by 30 December 2023 to: e-mail: applications@peaceparks.org

Only SHORT-LISTED CANDIDATES will be contacted to attend an interview.