



TEMPORARY VACANCY NOTICE

The Department of Natural Resources is seeking to hire a suitably qualified person for appointment to the following post “**Aquaponics Project Manager- for The Caribbean Overseas Countries and Territories (OCTs) Resilience, Sustainable Energy and Marine Biodiversity Programme (RESEMBID).**” The successful candidate will be attached to the Fisheries and Agriculture Units to work directly on the project “**Piloting backyard recirculating aquaponics systems in Anguilla**”.

JOB DESCRIPTION

JOB TITLE:	Aquaponics Project Manager
DURATION:	Ten (10) Months from April 2023 to February 2024, with the possibility of an extension dependent on performance and funding.
LOCATION:	Department of Natural Resources –Fisheries & Agriculture Units
REPORTS TO:	Director of Fisheries/Project Lead

DUTIES AND TASKS

The successful candidate will be required to perform the following duties:

- Manage the execution of the required deliverables.
- Managing some controllable project risk, including the development of contingency plans.
- Liaising with funding agencies, consultants, stakeholders and the project steering committee to ensure that relevant details of the project are communicated.
- Monitoring overall progress and use of resources, initiating corrective action where necessary.
- Reporting through agreed lines on project progress.
- Producing assessments, reports and presentations.
- Identifying and obtaining support and advice required for the management, planning and control of the project.
- Managing project reports, invoices, budgets and administration.
- Conducting a project evaluation review to assess how well the project is managed.
- Preparing any follow-on action recommendations.
- Assist with organizing schedules, meetings and other logistics.
- Along with project consultants, support and oversee key project deliverables by agreed milestones to include organization of outreach events, purchasing equipment, managing data from fieldwork and organizing international travel.
- Issue regular press releases and bulletins.
- Attend fortnightly meetings with steering committee and project leads.
- Manage regular communications and updates with stakeholders including contractors, Governor’s office, volunteers and NGOs.
- Assist in other functions for the successful execution of the project.

SKILLS, KNOWLEDGE AND ABILITIES

Piloting backyard recirculating aquaponics systems in Anguilla





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The successful applicant's skills, knowledge and abilities should include:

- Robust knowledge of aquaponics, hydroponics or aquaculture systems.
- Highly organized with network development and coordination skills.
- Training and/or applied knowledge in project management.
- Data management abilities.
- Relevant knowledge and experience, and a desire and capability to learn.
- Demonstrated experience with budget tracking and financial management.

QUALIFICATIONS AND EXPERIENCE

The incumbent should have at least 5 years' experience in coordination, and/or project management and working with aquaponics, hydroponics or aquaculture systems.

RENUNERATION

Salary: \$7,268 EC per month for 10 months.

The total remuneration package is equivalent to \$72,680 EC.

REQUIREMENTS:

- Be fluent in English.
- Writing proficiency at a professional level for producing communication documents, including updates for Government Ministries, summary documents for the practitioner's network and press releases.
- Be proficient in the use of Microsoft Office tools; Word, Excel and PowerPoint.

All interested candidates **must submit a cover letter** and **curriculum vitae (CV)** with **two (2) written reference letters addressed to Shaldine Brooks and emailed to Shaldine.Brooks@gov.ai** to arrive **no later than 31 March 2023**.

The most suitable candidates will be shortlisted for an interview.

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