



JOB DESCRIPTION

Position:	Project Coordinator - <i>Enhancing Management of Glover's Reef Marine Reserve (GRMR) and South Water Caye Marine Reserve (SWCMR) Using an Integrated Seascape Approach</i>
Project Partners:	Belize Fisheries Department (BFD) and Wildlife Conservation Society (WCS) Belize
Reports to:	Marine Conservation Director, WCS and Coordinator Marine Protected Areas Unit, BFD
BFD Technical Coordination:	Belize Fisheries Department – Marine Protected Areas Unit and Marine Conservation and Surveillance Unit
Location:	BELIZE CITY
Country Program/Sector:	BELIZE PROGRAM / MARINE CONSERVATION
Position Type:	Full-time
WCS Internal liaison:	Finance Team, Community Resilience Coordinator, Technical Assistant Marine, Frontline Environmental Defenders Coordinator

Project Overview:

The overall objective of the project *“Enhancing Management of Glover's Reef Marine Reserve and South Water Caye Marine Reserve Using an Integrated Seascape Approach”* is to enhance the conservation and sustainable use of GRMR and SWCMR through an integrated seascape approach, strengthened management capacities, and active community participation, achieving a 10% increase in management effectiveness and implementing community-driven initiatives that promote sustainable fishing practices and resource stewardship.

The project encompasses four interrelated areas of intervention:

1. Strengthening fisheries management practices, management effectiveness, operations and compliance within GRMR and SWCMR;
2. Supporting supplementary livelihood opportunities for fisherfolk and their families;
3. Increasing fisherfolk and stakeholder participation in sustainable fisheries management, conservation and MPA governance; and
4. Strengthening monitoring, surveillance and control systems and the technical capacity of marine reserve personnel.



Implementation will be undertaken collaboratively by BFD and WCS Belize. The project specifically provides for the recruitment of a Project Coordinator to oversee timely implementation and tracking of project progress.

Job Summary:

The Project Coordinator will provide the day-to-day leadership, coordination and oversight required for the effective implementation, monitoring, evaluation and reporting of the project. The coordinator will serve as the principal operational link between WCS Belize, the Belize Fisheries Department, particularly the Marine Protected Areas Unit, Marine Conservation and Surveillance Unit and the GRMR and SWCMR personnel, community stakeholders, consultants, service providers and other project partners.

The Project Coordinator will be responsible for ensuring that project activities are implemented according to the approved Project Proposal, Project Development Table, workplan, budget, Environmental and Social Action Plan, donor requirements and agreed timelines.

A major function of the position will be to maintain strong and effective coordination between WCS and BFD so that project implementation strengthens, rather than duplicates, the Department's existing management responsibilities for GRMR and SWCMR.

Major Responsibilities:

The Project Coordinator will:

1. Lead project planning and implementation, including preparation and periodic updating of annual, quarterly and monthly workplans, implementation schedules and activity trackers, while coordinating day-to-day project activities across GRMR and SWCMR in accordance with the approved proposal, Project Development Table, budget and integrated seascape approach.
2. Coordinate project delivery and logistics, including field activities, workshops, training, stakeholder and community engagements, and the work of consultants, trainers and service providers, ensuring activities, outputs and expenditures remain aligned with approved timelines and donor requirements.
3. Maintain effective coordination and joint implementation with the BFD, through regular communication, coordination meetings, joint work planning, field scheduling, and engagement of GRMR and SWCMR reserve managers and personnel.
4. Support BFD-led technical and management activities, including monitoring, enforcement, training, equipment deployment, stakeholder and community engagement, and management effectiveness initiatives, ensuring project interventions align with BFD operational priorities and the management plans for GRMR and SWCMR.
5. Lead implementation of the project's Monitoring, Evaluation and Learning (MEL) framework, including establishing baselines, activity and results tracking systems, data collection tools



and reporting templates, and monitoring progress against the Project Development Table, workplan, budget and agreed performance and impact indicators.

6. Support implementation and monitoring of the project's Environmental and Social Action Plan.
7. Understand and comply with MAR Fund's ESMS during the course of the project. For more information on MAR Fund's ESMS: <https://marfund.org/en/esms/>
8. Lead the preparation and timely submission of project reports, including monthly internal updates, quarterly implementation and performance reports, MAR Fund/KfW Phase III narrative reports, and the final project implementation and results report, ensuring systematic reporting against objectives, results, indicators, targets and activities.
9. Coordinate and consolidate technical and financial reporting inputs from WCS, BFD, consultants and project partners, working closely with WCS finance personnel to ensure consistency between narrative and financial reporting and maintaining adequate documentation to substantiate reported achievements and expenditures.
10. Support financial planning and budget monitoring by working closely with WCS finance and administrative staff to track expenditures against approved activities and budget lines, prepare activity budgets and forecasts, and monitor commitments to minimize underspending, overspending and implementation delays.
11. Assist in coordinating procurement and gathering of expenditure documentation by supporting timely procurement of goods and services, verifying that proposed costs align with approved project activities, and ensuring required documentation is complete for consultants, vendors, workshops, field activities and other project expenses as a support to WCS finance and administration Staff.

Job Qualifications:

Education and Experience

- Bachelor's degree in Natural Resource Management, Marine Science, Fisheries Science, Environmental Science, Conservation, Project Management, Development Studies, or a closely related discipline;
- Minimum of five years of relevant professional experience, including at least three years of demonstrated experience coordinating or managing conservation, fisheries, marine protected area, natural resource management or community development projects.
- Demonstrated experience in project planning, implementation, monitoring, evaluation and donor reporting.
- Experience managing results-based projects using logical frameworks, results frameworks, workplans and performance indicators.
- Demonstrated experience working with government agencies and multidisciplinary technical teams.
- Experience coordinating stakeholder and community engagement processes.
- Experience with donor-funded projects including international conservation donors.
- Experience with environmental and social safeguards, grievance mechanisms and gender equality and social inclusion.



Key Skills

- Strong technical writing, analytical, organizational and reporting skills.
- Demonstrated ability to manage multiple activities, deadlines and stakeholders simultaneously.
- Strong proficiency in Microsoft Office applications, particularly Word, Excel and PowerPoint.
- Excellent written and spoken English, Garifuna and Spanish speaking being an asset
- Familiarity with GRMR and/or SWCMR.
- Experience working with fisherfolk, coastal communities, Indigenous Peoples, women's groups and community-based organizations.
- Experience with participatory monitoring and evaluation.
- Possession of a valid driver's license

Key Performance Indicators (KPIs):

1. At least 90% of planned project activities and deliverables are completed within the approved annual/quarterly workplan timelines, with implementation delays identified, documented, and corrective actions agreed with WCS and BFD.
2. 100% of required internal and donor reports are submitted by agreed deadlines, with accurate and complete reporting against project objectives, indicators, targets, expenditures, and the Environmental and Social Action Plan. Project monitoring systems, baselines, activity trackers, and supporting documentation are maintained and updated to demonstrate progress toward project results.
3. Project expenditure and implementation are regularly monitored against the approved budget and workplan, with significant variances, procurement requirements, implementation risks, and anticipated delays identified and addressed in a timely manner. Effective coordination with BFD, WCS Finance, reserve personnel, consultants, and other partners is maintained through regular joint planning, communication, and documented follow-up.

Work Environment & Travel Requirements:

- Based in Belize City with frequent fieldwork at Glover's Reef and South Water Caye Marine Reserve
- Involves travel to coastal communities, workshops, and meetings
- Flexibility to work evenings or weekends as needed
- The Project Coordinator must have health insurance during the project implementation period.

Equity and Inclusion Statement:



WCS is committed to fostering a diverse, inclusive, and equitable workplace. We actively seek individuals from all backgrounds and experiences to join our team, ensuring that conservation efforts are collaborative and representative of the communities we serve.