



Terms of Reference
Administrative Assistant
Reef Rescue Initiative

Introduction

The Mesoamerican Reef Fund (MAR Fund) is a regional environmental fund whose primary goal is to protect the Mesoamerican Reef Ecoregion shared by Belize, Guatemala, Honduras, and Mexico. Its mission is to enable innovative, transnational solutions to critical Mesoamerican Reef issues through providing meaningful, long-term financial support and trustworthy reef management advice so that future generations can enjoy and benefit from a thriving reef system.

It was established by four pre-existing environmental funds, one from each country in the region:

- Protected Areas Conservation Trust (Belize),
- Fundación para la Conservación de los Recursos Naturales y Ambiente en Guatemala,
- Fundación Biosfera (Honduras), and
- Fondo Mexicano para la Conservación de la Naturaleza.

The founding members have provided their technical, administrative and financial capabilities to make the MAR Fund operational. This regional fund builds on the existing structures, experiences and knowhow, looking for the most efficient and effective arrangement to attain its objectives. The founding funds comprise the MAR Fund's Board of Directors, in addition to a representative of the regional Central American Commission on Environment and Development (CCAD), notable conservation experts from each participating country, and international collaborators and donors.

It is registered in the United States as a 501 (c) (3) tax-exempt charitable organization. Although it is legally established outside the Mesoamerican Reef region, its purpose is to provide sustainable funding for conservation in the ecoregion. A MAR Fund chapter was registered in Guatemala City, where the coordinating office is established, in August of 2014.

Thanks to the generous support of the German Government through the KfW, a specific sub-account of €7 Million has been established within the MAR Fund endowment for the Reef Rescue Initiative. The objective of the initiative is to increase the resilience and ability to recover of the Mesoamerican Reef -and of the environmental and cultural 2 services it provides- through capacity building, regulations, economic incentives and financial sustainability required for effective and timely restoration.

Under this initiative, reef restoration is addressed through two approaches: a. Continuous Restoration and b. Emergency Response.

Four key strategies guide the initiative:

1. To ensure sustainable long-term funding for continuous and emergency restoration through the establishment of an Emergency Fund and other innovative mechanisms such as, for example, creating insurance mechanisms for reefs;
2. To support and develop reef restoration and rehabilitation in the region;
3. To develop alternative sources of income and new employment opportunities for local communities, based on resource conservation, and
4. To promote the commitment of governments from all four countries in the region through the development of policies and regulations aimed at facilitating the restoration of the reefs.

This innovative enterprise will be carried out by the Mesoamerican Reef Fund (MAR Fund) and the Central American Commission on Environment and Development (CCAD), with the participation of the four countries that share the reef system: Belize, Guatemala, Honduras and Mexico.

MAR Fund's Project Operation Unit, and the Technical Supervisory Committee (TSC), are looking for a Administrative Assistant for the Reef Rescue Initiative.

1. Purpose

The main purpose of the position is to provide office and administrative assistance to the Reef Rescue Initiative Operation Unit, carried out by the Mesoamerican Reef Fund (MAR Fund).

2. Scope of responsibilities

- Assist the Reef Rescue Initiative Coordinator with the administrative and management duties for the effective operation of the sub-account, and the Initiative.
- Assist the Coordinator in the preparation of reports, manuals and guidelines for the sub-account, and the Initiative.
- Assist in the elaboration of promotion, communication, and outreach materials and activities for the sub-account, and the Initiative.
- Assist in the organization of the Technical Supervisory Committee meetings and events for the Initiative.
- Collaborate in gathering information for the development of programmatic activities, as required by the Unit Coordinator.

3. Specific duties

- a. Assist in the elaboration of contracts for consultancies, in discussion with the Unit Coordinator and MAR Fund's, and according to the approved Terms of Reference.
- b. Prepare payments and disbursements required by the Unit Coordinator, ensuring the availability of funds, and complying with MAR Fund's corresponding approval and procedures.

- c. Collaborate in the organization of the TSC meetings, as required, and in accordance with MAR Fund's procedures.
- d. Collaborate in the elaboration of documents and materials in English and Spanish, for the promotion, communication, and outreach activities for the Project.
- e. Assist the Unit Coordinator in the elaboration of meeting proceedings, manuals and guidelines for the Initiative, for the effective and timely delivery of the documents.
- f. Provide follow up of approved expenditures.
- g. Support the Unit Coordination in the preparation of annual work plans and budgets.
- h. Prepare the documents required for the procurement of goods and services, in accordance with the rules for the adjudication of supplies and services of KfW and MAR Fund's Operations Manual.
- i. Keep custody and proper filing of the administrative and technical support documents, and make them available to the Unit Coordinator, TSC, and MAR Fund, as required.
- j. Operate and update the inventory of fixed assets of the Project Operation Unit.
- k. Assist and provide information for the external annual audits planned for the sub-account.
- l. Assist in the preparation of the accounting and administrative information for accounting, and the reports required by MAR Fund, TSC and KfW.
- m. Maintain effective coordination and communication with the Unit Coordinator, MAR Fund's Administrative Coordinator, and staff.
- n. Collaborate in gathering technical information for the achievement of programmatic activities, as required by the Unit Coordinator
- o. Implementation of other specific activities assigned by the Unit Coordinator for the efficient implementation and results of the Initiative.

4. Oversight

The Administrative Assistant will report directly to the Unit Coordinator.

She/he will coordinate technical and administrative aspects with the Initiative Coordinator, administrative aspects with the Administrative Coordinator of the MAR Fund and financial aspects with the Financial Assistant of the MAR Fund.

The Administrative Assistant position is based at the MAR Fund's office in Guatemala City.

5. Duration of Contract

The contract will be for a 12 month-period, renewable annually.

6. Payment and Benefits

Fees will be assigned based on the experience of the Assistant. They will be paid in 12 disbursements and the Assistant shall submit an invoice per payment.

Medical and life insurance will be covered for the duration of the contract.

7. Key Qualifications

- a. Action oriented—enjoys working and looks for challenges; proactive, able to act and react as necessary, even if limited information is available.
- b. Solid educational background—undergraduate degree required in conservation science or business administration, accounting, or similar to the position.
- c. Proven experience as administrative assistant for environmental or conservation projects, or similar positions.
- d. Great verbal and written communication skills in English and Spanish.
- e. Knowledge and skills in most commonly used computer programs and Internet and Communication systems.
- f. Experience working in the MAR region is an asset
- g. Availability to travel within the MAR region (occasionally).

8. Required Documentation

- a. Curriculum Vitae (full version in English or Spanish), include recent photo.
- b. Letter of interest indicating why this position is of interest and why she/he is the best person for the job, in English and Spanish.
- c. Three letters of recommendation from recent previous jobs.
- d. Three personal references.

9. Deadline and Contact

Please provide the required information in Word o PDF format by January 8th, 2018, to Patricia Cabrera pcabrera@marfund.org. Printed material would also be delivered to 22 Avenida 0-59 zona 15. Vista Hermosa 2. Guatemala, city.