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**ADVERTISEMENT FOR THE RECRUITMENT OF AN EXECUTIVE SECRETARY**

**Position based in Guinea Bissau**

**CONTEXT**

The BioGuinea Foundation (BGF) is a is a charity established in 2011 and registered under the laws of England and Wales. It is a not-for-profit and independent conservation trust fund dedicated to biodiversity conservation, the promotion of sustainable community development and environmental education in Guinea-Bissau.

FBG is governed by a Board of Trustees (Board) supported by an In-country team headed by an Executive Secretary (ES).

The Foundation works closely with the Institute for Biodiversity and Protected Areas-Dr Alfredo Simao Da Silva of Guinea-Bissau (IBAP): it provides financial and technical support to IBAP operations, its parks’ conservation activities as well as for sustainable development activities for communities living within and around the parks.

**MISSION**

Under the supervision of the Board, represented by its Chair, the ES's mission is to act as a link between the governing bodies and the In-country team, and to manage the work of the Foundation's In-country team.

**MAIN RESPONSIBILITIES AND DUTIES**

In link with the Foundation's governance bodies:

In this respect, the ES works regularly with the Board of Trustees, the Investment Committee and the Donors' Circle, which brings together all the Foundation's financial partners. In that regard, the ES prepares documents and information for the regular meetings, as well as the minutes of these meetings, and maintains and updates a register of official Board and meeting documents in an electronic file.

At the Executive Secretariat level:

* Ensure the proper functioning of the In-country team;
* Prepare strategic, operational and annual plans, and related budgets, and ensure their daily implementation and supervision.
* Develop and implement fund-raising strategies to increase the Foundation's short, medium and long-term resources, particularly its capital;
* To sign all contracts necessary for the efficient operation of the Foundation, such as consultancy contracts, employment contracts, leases, tax returns, grant agreements (if and only if delegated by the Board), bank documents and information and documentation required by the authorities in the UK, Guinea-Bissau or any other location decided by the Board of Directors.
* Be responsible for compliance with the requirements of the UK and Guinea-Bissau authorities.
* To represent and promote the Foundation's interests throughout Guinea-Bissau, and internationally; to this end, he or she should establish and maintain strategic alliances and represents the Foundation in strategic forums, networks and public spaces;
* Ensure human resources management, including recruitment, staff supervision and performance evaluation;
* Ensure compliance with financial management and accounting standards, as well as procurement Procedures;
* Ensure the timely preparation of annual institutional reports and those of specific projects managed by the Foundation;
* Finally, ensure that the Foundation has resilient policies, programs, management tools and internal capacity to cope with changing and challenging contexts.

**PROFILE**

* A Master’s Degree (or equivalent or superior) in development studies, business management or economics, natural resources, environment management or related discipline.
* Minimum of 10 years’ experience in leadership position;
* Experience in strategic planning and organization development;
* Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources (from donors or partners).
* Demonstrated skill, experience and success in fundraising, with an emphasis on international cooperation.
* Relevant experience in the environment/biodiversity conservation and/or sustainable development sector;
* Experience and in-depth understanding of programme/project development and delivery;
* Experience with Foundations or Trust Funds or Charity activities;
* Experience of managing relationships with donors, government and non-government actors.
* Excellent interpersonal and communication skills and confidence to represent FBG at public event, media and donor fora.
* Excellent financial management and problem-solving skills,
* Strong English as well as Portuguese and/or French writing and speaking abilities, with knowledge of all 3 languages a plus.

The candidate is expected to be autonomous, proactive, dynamic, curious, with a strong capacity to adapt to different contexts and make sound judgment in uncertain and pressurized situations.

**HOW TO APPLY :**

* Email your detailed CV, a covering letter and copies of relevant diplomas to fenosoa@bioguinea.org and info@bioguinea.org, by July 24th, 2023.
* The full job description can be downloaded from the BioGuinea Foundation website: [www.bioguinea.org](http://www.bioguinea.org) .