

## CALL FOR APPLICATIONS

### Biodiversity Programme Coordinator

### Specially Protected Areas Regional Activity Centre

<b>Position title:</b>	Biodiversity Programme Coordinator
<b>Office:</b>	Specially Protected Areas Regional Activity Centre (SPA/RAC)
<b>Location:</b>	Tunis, Tunisia
<b>Type of contract:</b>	Full-time, one-year fixed-term renewable contract (starting with a probationary period of 6 months)
<b>Expected start date:</b>	1 <sup>st</sup> April 2026
<b>Posting date:</b>	9 February 2026
<b>Application deadline</b>	28 February 2026
<b>Call for applications reference:</b>	Call for Applications N°01/2026_SPA/RAC

#### ORGANISATIONAL SETTING AND REPORTING

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was created in 1985 and established in Tunis following a decision of the Contracting Parties to the Convention for the Protection of the Marine and Coastal Environment of the Mediterranean (Barcelona Convention).

SPA/RAC is part of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention System. It is established under the Tunisian Law through a host country agreement between the Government of the Republic of Tunisia and UNEP, signed in 1991 and amended in 2013.

The specific objective of SPA/RAC is to contribute to the protection and preservation and sustainable management of marine and coastal areas of particular natural and cultural value and threatened and endangered species of flora and fauna.

In this context, the mission of SPA/RAC is to provide assistance to the Contracting Parties in meeting their obligations under Articles 4 and 10 of the Barcelona Convention, and under its Protocol concerning Specially Protected Areas and Biodiversity Protocol in the Mediterranean (SPA/BD Protocol); and implementing the Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region” (Post-2020 SAPBIO), adopted by the Contracting Parties in 2021, as well as the Mediterranean Strategy for Sustainable Development (MSSD) and by carrying out the tasks assigned to it in Articles 9, 11(7), and 25 of the SPA/BD Protocol.

The Post-2020 SAPBIO specifies the policy and provides the operational basis for actions by the Contracting Parties to protect marine and coastal biodiversity through an extensive platform for collaboration with international and national organizations, NGOs, donors, and all other stakeholders. It is the overall umbrella of all thematic strategies and action plans adopted in the framework of the SPA/BD Protocol, including the Post-2020 Regional Strategy for Marine and Coastal Protected Areas (MCPAs) and Other Effective area-based Conservation Measures (OECMs) in the Mediterranean, and the regional action plans for the conservation of endangered species and vulnerable habitats. In that respect, the Post-2020 SAPBIO should be implemented in full harmony with the other UNEP/MAP - Barcelona Convention strategies and programmes which are relevant not only for the achievement of the Good Environmental Status (GES) of the Mediterranean Sea and coast, but

also for the implementation of the 2030 Agenda for Sustainable Development and the Kunming-Montreal Global Biodiversity Framework.

The present call for applications is launched to select a suitable candidate for the post of **Biodiversity Programme Coordinator**. It is open to all candidates who fulfil the job description and qualifications requirements.

The post is in SPA/RAC office in Tunis, Tunisia. The **Biodiversity Programme Coordinator** will work with the SPA/RAC team and report to the SPA/RAC Director and will be responsible for the functions indicated below.

## **RESPONSIBILITIES**

Under the supervision of the Director of SPA/RAC, the Biodiversity Programme Coordinator will be expected to:

- Lead the implementation, the evaluation and the updating of the Post-2020 SAPBIO,
- Coordinate the organisation of the Post-2020 SAPBIO Advisory committee and National Correspondents meetings including the preparation of the related working documents, reports and materials.
- Strengthen relationships with the scientific community, in the fields of interest of SPA/RAC at Mediterranean national, regional and international levels, and to advance in the implementation of the Post-2020 SAPBIO.
- Coordinate and contribute to the preparation and the implementation of the biannual programme of work (POW) of SPA/RAC in close consultation and collaboration with the technical staff of SPA/RAC.
- Identify and propose, in close consultation and collaboration with the technical staff of SPA/RAC, the priority areas of work of SPA/RAC, the related relevant activities and the appropriate actions for their implementation.
- Keep the Director informed of all technical and scientific activities through regular reports and briefings and propose, when necessary and in close consultation with the technical staff, the corrective actions.
- Coordinate and contribute to the organization of the SPA/BD Focal Point meetings, including the preparation of the related working documents, reports and other relevant documentation in particular in connection with the Post-2020 SAPBIO.
- Ensure the follow-up of the implementation of the SPA/RAC Programme of work and mid-term strategies, closely with the professional staff at the UNEP/MAP Coordinating Unit - Barcelona Convention Secretariat and other MAP Components, in close consultation with the technical staff of SPA/RAC.
- Coordinate the preparation and the consolidation of the contractual documents (i.e. the Project Cooperation Agreements (PCAs) ...) and the related reporting to the UNEP/MAP Coordinating Unit - Barcelona Convention Secretariat, in close consultation with the technical staff of SPA/RAC.
- Coordinate and contribute to the SPA/RAC fundraising programme elaboration and implementation.
- Keep abreast of major developments, plans and priorities of donors to identify opportunities for cooperation and stay informed about international and regional developments, including new concepts, tools, and activities relevant to the implementation of the Post-2020 SAPBIO.
- Represent SPA/RAC at regional and international meetings and events, as relevant and as requested and approved by the SPA/RAC Director.
- Coordinate the update of the list of strategic partners and propose the best ways of collaboration for the benefit of SPA/RAC and the SPA/BD Protocol implementation, in close consultation with the technical staff of SPA/RAC.
- Contribute to the preparation of publications and dissemination of scientific publications, public awareness materials, and other reports on SPA/RAC website and social media.

## **QUALIFICATIONS**

### **Education:**

Advanced university degree (master's degree or equivalent) in engineering, marine and coastal environment, marine natural resources management, marine biology or ecology or a related field is required.

### **Required Work Experience:**

- A minimum of fifteen (15) years of responsible experience in project and programme management and coordination on marine and coastal biodiversity conservation.
- Working experience at a senior managerial position in a national, regional or international organization addressing marine and coastal management issues is desirable
- Experience in developing, planning, implementing, reporting, and evaluating project activities, including institutional issues.
- Experience in budget planning and management.
- Experience in administrative and financial management.
- Experience in the Mediterranean region.
- Experience in multinational organizations.

### **Other desirable skills:**

- Fully proficient computer skills and use of relevant software and other applications, e.g., text processing, presentations, spreadsheets, e-mail communication and the internet.
- Excellent communication skills.
- Knowledge of the United Nations system and/or the European Union administrative procedures is an asset.

## **COMPETENCIES:**

The candidate should demonstrate the following qualities and competencies:

### **Professionalism:**

- Ability to identify key strategic issues, opportunities, and risks. Ability to generate and communicate broad and compelling organizational direction.
- Demonstrated ability to negotiate and apply good judgment.
- Demonstrates professional competence and mastery of subject matter.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Is motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

### **Communication requirements:**

- Speaks and writes clearly and effectively.
- tailors' language, tone, style and format to match audience.
- demonstrates openness in sharing information and keeping people informed.

**Teamwork qualities:**

- Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise;
- Is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Language skills required:**

The working languages of SPA/RAC being English and French, the candidate should prove:

- Fluency in oral and written English and French.
- Knowledge of Arabic and other Mediterranean languages is an asset.

NOTE: 'Fluency' equals a rating of 'fluent' in all four areas (speak, read, write and understand) and 'Knowledge of' equals a rating of 'confident' in two of the four areas.

**DURATION OF APPOINTMENT**

Appointment against the position of Biodiversity Programme Coordinator is for an initial period of one year (starting with a probationary period of 6 months), subject to extension, based on satisfactory performance.

This position is open to both internal and external candidates.

SPA/RAC is committed to creating a diverse and inclusive workplace. Applications from all qualified individuals, including women are strongly encouraged.

**APPLICATION PROCEDURE**

Application must include the following documents:

- Motivation letter outlining the candidate's motivation and suitability for this position (in English).
- Detailed curriculum vitae according to the post ToR.
- Copies of baccalaureate (end of high school diploma) and university diploma(s).
- Work or internship certificate(s) or any other documentation concerning experience and skills acquired relevant to this position.
- Three (03) reference persons and their contact details (email address, phone number, etc.).

**Applications must be received electronically at the following e-mail address: [procurement@spa-rac.org](mailto:procurement@spa-rac.org), not later than 28 February 2026, 23:59 UTC+1 (Tunis Time). Emails should include the following subject line: "Biodiversity Programme Coordinator - Call for Applications N°01/2026\_SPA/RAC"**

Please, note that incomplete application files, application files that do not comply with the submission procedure, or applications reaching SPA/RAC after the deadline will be rejected.

## **EVALUATION OF THE APPLICATIONS**

**Only candidates selected for the interview will be contacted.** An initial selection of a maximum of three qualified candidates will be made based on the information submitted in the application file (CV and cover letter) in accordance with the evaluation criteria of the job offer.