

ANNEX 1 - Contract detailing Terms and Conditions of Employment**ISLAND CONSERVATION SOCIETY****Job Description**

1. <u>IDENTIFICATION OF POST</u> JOB TITLE Conservation Officer RESPONSIBLE TO Director Conservation & Science RESPONSIBLE FOR Assistant Conservation Officer/Conservation Ranger/Assistant Conservation Ranger
2. <u>OVERALL PURPOSE OF POST</u> Responsible for management of the Conservation Centre on the Atoll or Islands including supervision and training of ICS Staff and implementation of the conservation management plan. The Conservation Officer will be expected to implement programmes for biodiversity, monitoring, conservation and rehabilitation for the terrestrial and associated marine ecosystems of Island and to educate visitors and residents as to their value and to protect these ecosystems.
3. <u>REPORTING & WORKING RELATIONSHIPS</u> The Conservation Officer will report on a routine basis to the Chief Executive Officer (CEO) of ICS and the Deputy Chief Executive Officer (DCEO) through the Director of Conservation and Science (DCS). Contact will also be maintained with ICS Head Office Personnel as necessary.
4. <u>MAIN RESPONSIBILITIES</u> The Conservation Officer is expected to undertake the following: - 1. Establish a biodiversity monitoring programme for terrestrial and marine ecosystems in consultation with and as directed by the DCS. 2. Co-ordinate the day-to-day work for the Assistant Conservation Officer and Conservation Rangers. Provide necessary appropriate training to junior conservation staff. 3. Assist the DCS in the revision and implementation of the Island Conservation Management Plan including developing a rehabilitation programme, eradication or control of introduced fauna and flora and possible introduction of native Seychelles fauna. 4. Set up and implement baseline surveys. Oversee conservation management through the implementation of the conservation annual plan. Propose and initiate new science projects or programmes in consultation with the CEO through the DCS. 5. Develop a professional working relationship with staff of the Island Development Company and approved tourism investors on the Island, such as island Lodge, Blue Safari Seychelles and others. 6. Oversee the organisation of the tours on the island and talks for guests in consultation with the hotel Ecology and Sustainability Manager and Guest Relations Manager.

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8. Handle the Conservation Centre's administration, including receipts and payments for sale of ICS materials and submit monthly reports to Head Office.
9. Prepare monthly, annual and periodic reports as required to the CEO, DCEO, DCS and Foundation Trustees as required.
10. Ensure that all Seychelles conservation legislations are complied with and anti-poaching measures are implemented.
11. Produce an Annual Conservation Plan no later than one month before the end of the financial year which ends on 31st March for the forthcoming financial year for approval by the Island Foundation Board of Trustees.
12. Contribute to the production of an annual budget, in consultation with the CEO, DCEO, DCS and HFAM for approval by the Island Foundation Board and Trustees.
13. Create content for the Organisation through regular photos or videos for social media platforms.
14. Assist the Conservation Centre leader to produce 03 compulsory monthly social media posts including high-quality photos or videos and 03 compulsory annual blogs or articles for external platforms.

5. **QUALIFICATIONS & EXPERIENCES**

1. **Minimum requirements** – University undergraduate degree in the biological, conservation or environmental sciences or closely related field with relevant field experience.
2. **Preferred** – Postgraduate degree in conservation management, specialised or closely related fields of study plus relevant field experience.
3. **Desirable** – Certification and experience as an open water scuba diver.