

Director Wetlands International Panama – Latin America and Caribbean

Wetlands are our inspiration and we are a Global Team committed to their protection and restoration. At the Wetlands International Office in Panama, we work hard to ensure the value of Latin American and Caribbean wetlands are recognized and at the center of society's interest.

Wetlands are central to solving the interconnected issues of climate change, biodiversity loss, water scarcity, and human health. The leader we are looking for will help scale up our reach through our programmes, strengthen alliances, and inspire public and private actors in the region to better manage one of the most important ecosystems in the world – wetlands.

We are seeking to hire a Director for Wetlands International Panama – Latin America and Caribbean

Reports to: Wetlands International Global Office CEO (or delegate)
Dedication time: Full time
Location: Wetlands International Panama, Clayton, City of Knowledge, building 181, offices 12 and 13.
Salary: Competitive

About Wetlands International Panama – Latin America and Caribbean

Wetlands International's mission is to inspire and mobilize society to safeguard and restore wetlands for people and nature. It is the only non-profit, non-governmental organization (NGO) dedicated to wetlands with more than half a century of experience. We work through our 20 offices, our partners, and experts around the world. Most of our work is funded on a project basis through governments and private donations. We also have a growing portfolio of corporate collaborations.

The regional office located in Panama was established in the City of Knowledge, Clayton, in October 2010. The office in Panama is responsible for implementing Wetlands International's Strategic Intent 2020 – 2030 in Latin America and the Caribbean, working closely with regional offices located in Argentina and Brazil, through coordination with partner organizations, government actors, as well as project implementation. The Panama office focuses on wetland projects in Central American and Caribbean countries aimed at making visible the nexus between water-ecosystems and human communities, through conservation and restoration activities of wetlands and their associated ecosystems, conservation and management of water resources, climate management, education, and environmental awareness, with a focus on improving the livelihoods of inhabitants in wetland areas, including aspects of disaster risk reduction in vulnerable in urban and rural areas.

Wetlands International seeks to increase the impact of its work in Latin America and the Caribbean through the development of new strategic partnerships and the acquisition of long-term programs with greater impact in the region. For more information please consult: <https://lac.wetlands.org/caso/wetlands-international-panama/> y <https://www.wetlands.org>

Purpose of the role

The Director leads the work of Wetlands International Panama (LAC), having ultimate overall responsibility for achieving the global Strategy outcomes and maintaining high standards in all technical, strategic, financial, and administrative matters. The Director reports to the CEO (or their delegate) in the Global Office and has strategic interaction with other Heads of Office around the world. The Director focus is on external representation and influencing at the regional level, as well as program and resource development, while ensuring organizational development and effectiveness, financial management, control, and compliance.

Responsibilities and tasks

- As head of office, the Director is the legal representative of Wetlands International, established in Panama, ensuring compliance with applicable labor, financial, fiscal, and administrative operating regulations.

- Develop new initiatives and partnerships that contribute significantly to Wetlands International's global Strategic Intent 2020-30.
- Lead the development and implementation of the Regional Strategy, office work plans, budget, contracting and financial management, personnel management, and reports to donors.
- Represent the organization at regional or global events and meetings as required.
- Participate as a member of the Global Board of Wetlands International, which comprises all the Heads of Office of the global network plus the Management Team of the Global Office.
- Facilitate communications and collaboration with a wide range of stakeholders; identify and maintain relationships with key decision makers and donors.
- Promote the development of strategic alliances with non-governmental organizations, knowledge centers, government entities and the private sector to advance the mission of Wetlands International in the region and for the development of joint work and cooperation.
- Identify and influence the relevant sectors in the region and business companies that are relevant to safeguard and restore wetlands.
- Ensure an ambitious fundraising plan for the Office is developed that strengthens the financial status of the office to keep our operation viable in long-term.
- Oversee and ensure the effective management of the Panama Office, including cooperation with other offices in the network, program implementation, communications and advocacy, fundraising, finance, human resources, and office management.
- Review and approve the technical and financial reports for donors and global programs of the organization, ensuring their compliance on time and the quality of their content.
- Develop new projects and programs that contribute to the global and regional goals of the organization, taking responsibility for the link with donors and the quality of the proposals.

Working relations

INSIDE Wetlands International:

Staff of the Panama, Brazil and Argentina office. Management team and senior technical team of the Global Office of Wetlands International and Associate experts.

OUTSIDE Wetlands International:

Government and political representatives, partner organizations and companies, donors and consultants.

Profile

The Director is an inspirational leader who supports staff in achieving Wetlands International's objectives in the region. The Director combines strategic vision with management skills and organizational development, such that the value of wetlands are recognized, and their conservation and restoration is included in national and regional policies as well as corporate agendas. The Director is responsible for amplifying the interests of new partners and donors so that Wetlands International increases its impact through a growing portfolio of programmes in Latin America and the Caribbean.

Education and experience

- Master's level or higher in biology, environmental sciences or engineering, project management, agricultural sciences, natural resource management or climate change.
- Proven success and at least 10 years of experience in the development, administrative, financial and technical management of environmental and/or development programs in the region.
- Proven ability to develop and maintain strategic partnerships and networks that support policy change and implementation at the program level, at local, national and regional scales. Experience in approaching and collaborating with the private sector is also desirable.
- Excellent communication skills, both in Spanish and English, supervision of technical and administrative staff, in different countries and multicultural contexts.
- Relationship skills with actors from the public and private sectors.
- Experience in monitoring and follow-up of projects, strategic planning, logical framework management, theory of change and punctuality in meeting deadlines and scheduled deadlines.

- Proven ability in developing resources for projects and programs, including developing proposals with partners, and approaching and maintaining relationships with donors.
- Experience in the development of environmental, natural resource management, and development policies, including good knowledge of the regional policy context.
- Knowledge of ecosystem management, preferably wetlands, natural or water resource management, and coastal zone management. Knowledge of disaster risk reduction, nature-based solutions, and climate change adaptation is a competitive advantage.
- Ability to identify problems, analyze and participate in their resolution. Ability to negotiate, plan work and teams and manage conflicting priorities.
- Flexibility in working hours and days, as well as availability to travel to project sites in the country or in the region and to regional and international events.

Core competences

- Vision and Strategic Direction: Develops and inspires commitment to a vision of success; supporting, promoting, and ensuring alignment with the vision and values of the organization
- Development of programs: search and construction of strategic alliances, collaboration agreements and development of new concepts through associations to promote the objectives of the organization.
- Communications: Use communications strategically to achieve specific objectives to external audiences to influence policies and positions, and internally to ensure internal understanding and commitment.
- Teamwork: good interpersonal, teamwork, networking and capacity building skills, demonstrating awareness and respect for different cultures.
- Skills: to develop strategic planning. Prepare, lead and support regional technical and economic proposals for new investments, programs and projects. Management of Microsoft Office 365 computer programs (Word, Excel, Power Point, Teams, OneDrive, SharePoint, among others), Zoom, among other programs.
- Language: Fluent in Spanish and English, spoken and written.

Other aspects

- Candidates must be based in Panama City and have full-time availability (mandatory).
- Candidates with Panamanian nationality will have priority in case there are candidates with parity of experience and knowledge.

How to apply

Send the following documents to the email: reclutamiento.panama@wetlands.org :

- Expression of interest (Eoi)
- Updated resume
- 2 letters with references

In the subject: Director Vacancy

Period to apply from March 17th to April 1st, 2023.