

RECRUITMENT

Oikos – Cooperação e Desenvolvimento is a non-profit association, internationally recognized as a Non-Governmental Organization for Development (NGDO), founded in Portugal in 1988.

We believe in a world without poverty and injustice, where human development is equitable and sustainable on a local and global scale. Therefore, we have taken on the mission of eradicating poverty and reducing inequalities so that all people can enjoy the right to a dignified life.

We work in the areas of environment and climate change; food security and local economy; access to basic social services; citizenship and human rights.

Oikos Central America

Oikos started its activity in Central America in 1994 and established a permanent representation in Honduras in 1998. Through humanitarian action projects and reinforcing support for local development, Oikos' actions in the region have included the social inclusion of minority groups (Afro-descendants, indigenous peoples, young people, women, LGBTQIA+ community) promoting their involvement in local social and economic development.

By promoting entrepreneurship, facilitating access to markets, participatory management and sustainable use of natural resources and/or strengthening local public institutions, Oikos works mainly on issues related to strengthening the capacity of organized civil society to defend its innate rights, together with its local partners, ensuring the active participation of all actors involved.

Oikos in Honduras

Oikos strategic axis in Honduras include food security and the local economy, access to basic social services, citizenship and human rights, and environment and climate change. Throughout these years Oikos has worked side by side with various local organizations strengthening the local capacities for efficient management of the whole project cycle. Likewise, our work seeks to reduce social gaps and promote the full exercise of all rights for all people, leaving no one behind.

THE PROJECT - From the jungle to the ocean - indigenous shared management and conservation of the Honduran Cays - WAN KABU KA" (Our Sea)

Oikos, in consortium with project partners, is implementing a 5-year project funded by the Blue Action Fund (BAF), focusing on establishing an Other Effective Conservation Measure

(OECM) in the Cays of La Moskitia in Honduras, to promote conservation and protection of endangered marine biodiversity and critical marine habitats, which are pivotal for indigenous sustainable livelihoods, and local and Honduran economy, in the northern coast of the country.

Oikos and its partners MOPAWI, ILILI and CDE-MIPYME will support the vision of the Miskito People to sustainably manage their marine resources, by working with coastal indigenous communities, government and other stakeholders to promote the establishment of the Cays as an OECM and facilitate the shared-management of a significant area in the Cays. This project will help Honduras to fulfil its biodiversity conservation commitments, by boosting the OECM creation process, promoting a shared management model that centres indigenous governance of a designated OECM. In parallel, the project will work to improve existing livelihoods and create new livelihood activities to reduce over dependence on marine resources and poverty among indigenous communities, with special focus on socio-economic empowerment of women and vulnerable groups.

OPPORTUNITY

Oikos is seeking an experienced Project Manager to lead the effective coordination, implementation, monitoring and reporting of social and environmental safeguards associated with the Blue Action Fund funded project entitled “From the jungle to the ocean - indigenous shared management and conservation of the Honduran Cays - WAN KABU KA (Our Sea)”.

JOB DESCRIPTION	
Position/Job Title: Project Manager (Blue Action Fund Project)	Reports to: Country Coordinator
Line manager to: Local team involved in the project at project site(s)	Key working relationships: Local partners; Oikos Honduras Team; Oikos Central America Team; Oikos Headquarter.
Country: Honduras	Based in: La Moskitia, Honduras
New Position: Yes	Hand-over: N/A
PURPOSE	
Working closely with Oikos Country Coordinator and project consortium partners, the	

Project Manager will lead the effective coordination, implementation and monitoring and evaluation of the BAF funded project, ensuring the proper implementation of all project strategies and achievement of the project objectives, within the available budget and defined timeframe, and in full compliance with Oikos and donor financial guidelines and funding agreements.

He/she will aim to achieve lasting impacts, including promoting project stakeholder relationships and the growth of Oikos in the thematic area and geographic area in terms of opportunities, projects and partnerships.

SPECIFIC DUTIES

IMPLEMENTATION AND OPERATIONS

- Ensure effective and quality planning and implementation of activities, in line with agreed project objectives and existing grant management agreements;
- Ensure coordination and engagement of relevant stakeholders;
- Coordination and support to the project team, including consortium partners teams;
- Ensure all activities are implemented in line with agreed timeframes and budgets, according to contractual and administrative requirements, and in compliance with donor and Oikos operating standards, policies and procedures, and funding agreements;
- Support and promote the dissemination of lessons learnt;
- Ensure the inclusion and promotion of FPIC processes and cultural sensitivity in project actions;
- Ensure that all activities and processes are effectively documented and evidenced through high standard record keeping and data storage, in compliance with both Oikos and donor requirements, to enable regular measuring of defined indicators;
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with Oikos and donor policies and procedures and any national policies and procedures;
- Monitor the financial execution of the project in collaboration with the Finance and Administration Director, planning the measures to be adopted in advance, identifying the necessary resources and their correct allocation in the budget,

to meet the needs of the project;

- Proactively identify critical points in the financial and operational execution areas and propose applicable solutions to mitigate these challenges;
- Ensure technical and financial reports, in collaboration with the team, ensuring compliance with the requirements of the funders;
- Support and collaborate with project consultants, as required.

SOCIAL AND ENVIRONMENT SAFEGUARDS

- Work closely and support the M&E and ESMS Coordinator to ensure the implementation of methodologies and interventions to assess, manage, monitor and update on social and environmental impacts as identified in the project's Environmental and Social Management System (ESMS), other safeguard instruments and in the relevant Oikos position statements;
- Work collaboratively with project partners to provide technical advice and training, as necessary, to ensure quality documentation and data management systems and monitoring;
- Support the M&E and ESMS Coordinator to ensure: the implementation and updating of the ESMS tools, including: Environmental and Social Management Plan, Process Framework, Stakeholder Engagement Plan, FPIC and Grievance Mechanism; Document the use of ESMS tools and refine and adapt where necessary, in close collaboration with Partners.

PARTNERSHIPS

- Provide guidance and mentorship to project partners to ensure the effective implementation of activities and delivery of desired impacts;
- Build the capacity of local partners to deliver on project activities and outcomes and project management;
- Promote a multi-cultural inclusive and safe project environment.

ADMINISTRATION AND STAFF MANAGEMENT

- Support project team members to ensure work plans are in place to meet project aims, objectives and timelines, and ensure that the project are implemented in line with work plans and within budget;
- Encourage learning, both internally and externally, of relevant results, best practices and lessons learned, engaging the project team, partners, beneficiaries, relevant stakeholders and funders in this process;

- Promote moments of reflection and training in areas that prove necessary for the development of human resources, aiming to strengthen the organizational commitment to the program in which they are involved and presenting concrete proposals for reassignment where appropriate;
- Participate in the process of defining roles, recruiting, selecting, hiring and evaluating the performance of the team members who report to him/her, following the procedures in the Oikos manual;
- Support the processes of acquiring vehicles, motorbikes, computers and other materials required, in accordance with Oikos procedures;
- Ensure that the inventory of Oikos materials in the geographical area under its management is up to date;
- Ensure the proper use and preservation of Oikos equipment, both those under its own use and those of colleagues under its supervision;
- Ensure strict compliance with Oikos internal regulations;
- Ensure the regular back-up and appropriate storage of all data on implemented systems such as a monitoring system.

REPRESENTATION AND DEVELOPMENT

- Appropriately represent Oikos before local institutions and stakeholders, in accordance with the organization's mandate and principles and in strict compliance with the internal code of conduct;
- Ensure regular and fluid dialogue with the local Government, reporting periodically and/or whenever necessary on the progress of activities, participating in meetings and other relevant events at local level;
- Ensure the contact with relevant stakeholders and strategic partners and explore possibilities for cooperation in other ongoing or future initiatives in the geographical area of operation;
- Ensure that Oikos is represented in all working groups of government and/or civil society initiatives that fall within the thematic areas of intervention;
- Ensure regular and fluid dialogue with partners and community representatives;
- Participate in the development of the intervention strategy in its area (thematic and geographical);
- Identify opportunities for intervention and financing with partners and funders in the geographical area;
- Support the technical and financial preparation of project proposals;
- Promote and regularly monitor partnerships, with a long-term approach; and promotes synergies with other organizations operating in the area, for the development of joint actions;

- Collaborate in the preparation of ToRs, MoUs or other, with institutional partners, academy or other NGOs that facilitate the achievement of project results and the projection of Oikos in the area;
- Maintain an updated database of partner and funder contacts;
- Comply with and enforces Oikos' communication strategy described in the procedure's manual.

OTHER

- Perform any other tasks that may be requested that are appropriate to the position, skills and experience;
- Work as an active member of the Central America team and attend team meetings and work planning sessions as required;
- Provide technical input and training on the thematic project area, where appropriate and as requested, to other work undertaken by Oikos worldwide.

KEY REQUIREMENTS

Academic	<ul style="list-style-type: none"> • Relevant Bachelor degree or higher in related subjects, such as environmental or marine sciences.
Skills	<ul style="list-style-type: none"> • Fluent spoken and written Spanish and English; (We strongly encourage applications from women and individuals from underrepresented or minority groups); • Demonstrated project management skills, with proven experience in project design, development, implementation, monitoring and evaluation; • Relevant technical skills, including conducting environmental and/or social impact assessments, preparing community resource use plans, stakeholder mapping, community conservation activities, etc. • Excellent written and oral communication skills, with a range of project team members and in international donor liaison; • Demonstrated successful proposal and reporting writing skills (preferable for Blue Action Fund, GEF and/or WB), preferable for MPA/ marine conservation/ natural resource management (marine ecosystems) and/or sustainable development projects; • Excellent work-planning and time management skills; • Demonstrated excellent team leading skills; • Demonstrated financial management, including budgeting,

	<p>reforecasting and procurement skills;</p> <ul style="list-style-type: none"> • Facilitation and training experience; • Ability to work with multi-cultural and multi-discipline work team; • Excellent people management skills and problem-solving skills; • Effective prioritization and time management skills; • Ability to think critically and analyse complex contexts; • Proven organizational skills, with structured and methodical approach to work and a clear focus on results; • Competent computer skills, including MS Office, data management and statistical analysis.
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of/experience of environmental and social impact assessments (ESA); • Knowledge of/experience with Blue Action Fund/ World Bank Environmental and Social Standards; • Knowledge of/experience of environmental conservation initiatives; • Familiarity with participatory and inclusive approaches, especially in stakeholder and community information and consultation, project assessment and proposal design; • Experience in consulting and working with a wide range of stakeholders, including local community groups, indigenous peoples, authorities of diverse levels, in planning and conducting meetings and workshops, and using different methods of rapid assessments; • Awareness of, and respect for, cultural sensitivities and traditions; • Experience in gender equality mainstreaming and rights-based approach; • Knowledge of livelihood diversification processes; • Experience of working with Indigenous People; • Knowledge of/experience of FPIC processes; • Project implementation experience, preferably in a marine conservation/resource management sector; <p>Previous work experience on Caribbean, Central America Atlantic Coast, preferable.</p>

Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates rigor, diligence and attention to detail in approach to work; • Highly organized, output driven, able to work under own initiative and guide team, stakeholders and consortium members towards the achievement of objectives; • Flexible and adaptable in uncertain and changeable work situations, with capacity to deal with challenges in a constructive manner; • Able to work effectively and diplomatically in a geographically dispersed and international team; • Culturally sensitive approach; • Gender sensitive approach; • Appropriate approach with government authorities and indigenous communities • Ability to work in sometimes uncomfortable physical working conditions.
TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Start date: As soon as possible • Location: Based in Puerto Lempira, La Moskitia, with regular travelling within Honduras, as required; • Full time position; • Traveling within the country and region, as required; • Duration: 5-year contract (fixed term); • Probation period: 3 months; • Salary according to experience and profile. 	
HOW TO APPLY	
<p>If you meet the requirements and wish to apply, please fill out the form on the Oikos website by selecting the "Available offers", through which you must send your updated Curriculum Vitae.</p>	

TO APPLY:

[Please fill out the form on the Oikos website](#) by selecting "Job Opportunities" and then, "Project Manager – Honduras" in the available offers field. Upload your updated CV and Cover Letter (in the "Reason for your Application" field).

DEADLINE: 06/06/2025

For human resources management reasons, we inform you in advance that only previously selected candidates will be contacted. Thank you for your understanding!

We thank you in advance for your interest in working at Oikos.