

Job Title: Geographical Information System (GIS) Specialist

Duty Station: Jeddah, PERSGA H.Q

Under the overall supervision of the Secretary General of PERSGA, the **Geographical Information System (GIS) Specialist** will provide assistance, on full-time basis, and support for the timely and effective implementation of the PERRSGA activities and projects. The specialist will serve support the work in accordance with the Rules and Regulations of PERSGA and/or the funding source.

Job requirements:

- Ability to create maps and graphs, using GIS software and data collection equipment;
- Perform research to obtain and expand existing datasets;
- Gather and report on GIS data and determine how data sets are best utilized through GIS;
- Compile geographic and demographic regional data from many sources;
- Consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery, and maps;
- Compile data for statistics to incorporate into documents and reports
- Build, manipulate, and update regional databases;
- Enter new map data using cartographic principles;
- Analyze and model relationships between geographic data sets;
- Operate and maintain GIS system hardware, software, and peripherals;
- Present information to PERSGA stakeholders in verbal or written format;
- Assist in keeping PERSGA website updated;

- Assist in editing and production of PERSGA publications;
- Assist in maintaining PERSGA local area network.

Qualification and Experience:

- Bsc. In Geographical Information System.
- A working knowledge of Arc View and QGIS Software will be an added advantage.
- Good oral and written communication skills in Arabic and English.
- The candidate should be a national of one of the PERSGA member countries (Djibouti, Jordan, Egypt, Saudi Arabia, Sudan, Somalia and Yemen).

Application closing date: Applications should be submitted to the
Following email address: jobs@persga.org

Applications should be received no later than 15 November 2018

Job Title: Liberian and Media Specialist

Duty Station: Jeddah, PERSGA H.Q

Under the overall supervision of the Secretary General of PERSGA, the **Liberian and Media Specialist** will provide assistance, on full-time basis, and support for the timely and effective implementation of the PERSGA activities. The specialist will serve support the work in accordance with the Rules and Regulations of PERSGA and/or the funding source.

Job requirements:

- Assist with finding reference materials and update the library database;
- Maintain library inventory and conduct periodic audits of the information on the library database;
- Help in organizing the books, periodicals, publications in their proper places in the library and keep tidy and organized;
- Writing and the entry of PERSGA news and its activities with regard to workshops, meetings and conferences in the website and Al-Sambouk newsletter and help in the update the website regularly;
- Help in translation of reports and documents into French language when needed;
- Develops, writes, reviews and edits media scripts; determines their appropriateness according to the needs of PERSGA;
- Administer and follow-up PERSGA accounts on Social Media like Twitter and other SM's instruments;
- Coordinate with local and regional newspapers in publishing PERSGA news and activities.

Qualification and Experience:

- Bsc. in a related Social Science discipline;

- A good working knowledge of Microsoft Office and other publishing software.
- Good oral and written communication skills in Arabic and English and a good knowledge of French language is an added advantage.
- The candidate should be a national of one of the PERSGA member countries (Djibouti, Jordan, Egypt, Saudi Arabia, Sudan, Somalia and Yemen).

Application closing date: Applications should be submitted to the Following email address: jobs@persga.org
Applications should be received no later than 15 November 2018

Job Title: Project Manager

Duty Station: PERSGA H.Q Jeddah, Saudi Arabia

Under the overall supervision of the Secretary General of PERSGA, the Project Manager Expert will provide assistance, on full-time basis, and support for the timely and effective implementation of the PERRSGA Projects. The Expert will serve as the Regional Coordinator of the component to support the work in accordance with the Rules and Regulations of PERSGA and/or the funding source.

Job requirements:

- Ability to conduct project management including designing project plans and supporting documentation, developing communications, reporting monitoring and evaluation indicators to measure the success of the projects to ensure they are performing as intended;
- Proper allocation and managing of resources, monitoring budgets, conducting feasibility studies, cost-benefit analysis, variance analysis, cash flow forecasts and the other tools of project management;
- Works with PERSGA team to deliver and then embed project deliverables. Continually reviews and identifies risks, assesses and mitigates them. Escalates risks and issues as appropriate to the projects and recommends and leads on remedial action as required;
- Builds good evidence bases to ensure the project is meeting identified needs and gaps and designs necessary controls, monitoring and evaluation tools to measure the success of the project to ensure they are performing as intended;

- Develops and delivers strong communications in various formats to a variety of parties including the Secretary General of PERSGA and the international partners organization to keep them engaged and informed;
- Utilize the lesson learned from monitoring and evaluations of existing and past projects to continually improve project management, planning skills and expertise in PERSGA.
- Ability to identify, define and develop funding sources requirements and to write and submit funding proposals for future projects. Having good communication skills to enhance and foster relations with the current and future partners.

Qualification and Experience:

- At least a Master degree in Environmental Management, Business Administration, Engineering or relevant social sciences;
- 10 years of relevant work experience in Project Management with specific international organizations with exposure to marine or environmental project management duties.
- A proficient working knowledge of Microsoft Office and other relevant software;
- Good skills in statistical and survey design methods, data collection, analysis and reporting.
- Excellent oral and written communication skills and fluency in Arabic and English is essential and knowledge of French language is an added advantage.
- The candidate should be a national of one of the PERSGA member countries (Djibouti, Jordan, Egypt, Saudi Arabia, Sudan, Somalia and Yemen).

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