

**PROTECTED AREAS MANAGEMENT AND ADMINISTRATION
SPECIALIST
Republic of Georgia**

OPPORTUNITY: The U.S. Department of the Interior's International Technical Assistance Program (DOI-ITAP) is seeking two candidates with a strong protected areas management background for a two-week technical assistance assignment to the Republic of Georgia. Candidates should have a well-rounded natural resource conservation background that includes extensive experience overseeing the daily management of a protected area, including the supervision of a multi-disciplinary staff. The ideal candidate has extensive experience managing a protected area (s) that includes a wide range of programs, such as facility/equipment maintenance, biomonitoring, visitor services, environmental education, law enforcement, consumptive activities (e.g., timber, grazing, oil extraction), etc. Relevant experience might have been gained in national wildlife refuges, national parks, biosphere preserves or similar conservation lands or protected areas.

While specifics of the detail will be formalized during pre-trip planning efforts between the team, DOI-ITAP's in-country coordinator, and Georgia's Ministry of Environment and Natural Resources staff, the team will be expected to address the following general areas:

- Provide general advice to the Agency for Protected Areas (APA), within the Ministry of Environment and Natural Resources, in managing the country's system of protected areas.
- Design a course (or possibly one or two short courses) that address protected areas administration. Topics might include general office management, budgeting/fiscal management, leadership/managing human resources, developing operational plans, and other aspects of what makes a manager a good manager. Utilize and modify as appropriate existing best practice guidelines relative to such themes- or design new BPs. Target audience would most likely include central office staff and field unit managers.

BACKGROUND: DOI-ITAP provides assistance to developing countries on subjects of Departmental expertise on a reimbursable basis. The program is currently operating across the globe with support from organizations such as the U.S. Agency for International Development (USAID), the World Bank, the Inter-American Development Bank, and the Millennium Challenge Corporation.

Since 1999, DOI-ITAP has worked with the Republic of Georgia to develop its national system of protected areas. With funding from USAID/Georgia, DOI-ITAP has provided broad technical assistance at the headquarters and field level of the Ministry of Environment Protection and Natural Resources on a host of issues, including: helping to develop a training center and designing relevant training courses, assessing the Ministry's GIS capabilities and needs, planning visitor services protected area demonstration sites,

visitor services infrastructure development, assisting in revising the country's national environmental laws, and others.

ASSIGNMENT: This will be a two week assignment, based both out of the nation's capital, Tbilisi, and probably selected PAs.. The timing of these trips will be scheduled in accordance with the preferred candidates' availabilities, sometime after 01 August 2009. Some time will be required at the home duty station for pre-trip preparation and post-trip follow-up activities (e.g. final trip report and recommendations). While in Georgia, the DOI specialists selected for this assignment will work closely with the project's Tbilisi-based on-site coordinator.

Workshops/training will consist of lectures, and, if appropriate, field-based exercises and representative site visits.

A close-out briefing with APA managers will include a discussion regarding the effectiveness of work conducted by the team and recommended follow-up actions.

SCHEDULE: These assignments are expected to occur in late FY09 or early FY010, with dates that will be set that are amenable to selected candidates and their supervisors.

PRE- AND POST-TRIP DUTIES: All travel and in-country logistics will be handled by DOI-ITAP. Background materials will be provided to the selected individuals prior to the trip. The selected individuals will be expected to work in collaboration with the DOI-ITAP manager on the preparation and follow-up for the technical assistance over phone and via email.

Within three weeks of completion of the trip, the team will provide the DOI-ITAP manager a brief draft report focusing on the trip events, evaluations, and recommendations for future related training and relevant technical assistance in Georgia.

COSTS: ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, immunizations, per diem, etc.). The salaries of the team members will be paid by their employing DOI agency for the duration of the international assignment, including pre- and post-trip obligation.

APPLICATION REQUIREMENTS

Persons wishing to be considered for this assignment:

- Preference given to current or retired DOI employees and other USG employees;
- Extensive professional experience in managing or supervising protected areas such as national wildlife refuges and national parks;

- Must have the ability to provide practical, hands-on training and instruction to protected area managers and other appropriate staff, often in primitive and challenging conditions, and with limited resources;
- Must have a demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups; and,
- Previous international experience is desirable.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness-for-duty.

If you are selected for this assignment, you will be responsible for obtaining your supervisor's approval to participate in this program.

HOW TO APPLY

Persons interested in being considered for this international assignment should send a resume or letter summarizing relevant work experience. A form SF-171 is acceptable. Please submit applications (electronically is preferred) to:

ATTN: Megan Stouffer
Email: doi_int@yahoo.com

Please contact Barbara Pitkin (bpitkin@ios.doi.gov; (202) 208-5221 or Marc Weitzel marc_weitzel@fws.gov; 805/644-5185) with any questions.

All applications should be submitted as soon as possible but no later than April 17 2009.

Applications will be reviewed and interviews conducted as they are received.

All NPS applicants should also copy their applications to Rudy D'Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs.

As per NPS policy, if you have traveled for DOI-ITAP within the last 12 months, you are not eligible to apply.

Application Process

A short list of candidates will be interviewed by telephone. The entire selection process may take several weeks. All candidates will be notified of the results of the selection process by telephone, e-mail, or letter.

This position is open to all applicants who meet the stated requirements.