

Assistant Regional Coordinator (On Contract)

Organisation: Beach Authority

Post: Assistant Regional Coordinator (On Contract)

Salary: Rs 25,000/-

Travelling Allowance: Rs 2000/-

Qualifications: A. Candidates should possess a Degree or Diploma in Environmental Sciences, Civil Engineering or Marine or Business Administration or Management or Tourism Hospitality and Event Management or Public Relations or Communication from a recognised institution.

OR

An equivalent qualification acceptable to the Board of the Beach Authority.

B. Candidates should also -

- (i) possess a Valid Driving License (Car);
- (ii) demonstrate ability to maintain effective communications with different stakeholders and arrange stakeholder meetings and/or workshops;
- (iii) excellent organisational skills;
- (iv) excellent communication skills;
- (v) possess strong motivational and interpersonal skills with availability to establish and maintain effective working relationships with people of different backgrounds;
- (vi) be able to work under pressure; and
- (vii) be computer literate.

Roles and Responsibilities:

1. To organise and execute clean-up campaigns on beaches and lagoons around the island.
2. To provide regular reports and photographs documenting the progress and outcomes of the clean-up campaigns.
3. To create awareness and sensitisation campaigns to educate the public about the importance of beach and lagoon cleanliness.
4. To take charge of operations of each assigned segment, hence ensuring effective implementation of the cleaning activities.

Duties:

1. To assist the Regional Coordinator in:
 - (i). organizing, coordinating and overall monitoring of clean up campaigns, sensitisation campaigns and lagoon cleaning programmes.
 - (ii). liaising and following-up with all stakeholders including private sectors and NGO's for cleaning campaigns and other activities.
 - (iii). preparing beach cleaning plans.
 - (vi). generating regular reports detailing regional activities and performance to management.
 - (v). monitoring activities with regards to the cleanliness of the beaches.
 - (vi). engaging and assisting in the educating local communities on cleanliness of beaches.
 - (vii). promoting and organising sensitisation programmes to enhance awareness on environmental issues to the beach users.
 - (viii). organising events and activities to raise awareness on environmental issues in the context of World Environmental Day.
 - (ix). carrying out site visits, surveys and organise meetings as and when required.
2. To use ICT in the performance of the duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Regional Coordinator (Roster) in the roles of ascribed to him.

Note:

1. Assistant Regional Coordinators will be required to work on a roster basis, including Saturday, Sunday and Public Holidays
2. Transport facilities will be provided as and when required.

Date: 27 July 2023

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