

**List of Duties**  
**Regional Coordinator (On Contract)**

**Organisation:** Beach Authority

**Post:** Regional Coordinator (On Contract)

**Salary:** Rs 35,000/-

**Travelling Allowance:** Rs 3000/-

**Qualifications:** A. Candidates should possess a degree in Environmental Sciences or 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 at least 2 years of experience in Management, Environment, Marine, Engineering or Communication experience;
- (ii) possess a Valid Driving License (Car);
- (iii) demonstrate ability to maintain effective communications with different stakeholders and arrange stakeholder meetings and/or workshops;
- (iv) excellent organisational skills;
- (v) previous experience will be a definite asset;
- (vi) excellent communication skills;
- (vii) possess strong motivational and interpersonal skills with availability to establish and maintain effective working relationships with people of different backgrounds; and
- (viii) 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 be responsible for the organisation, coordination and overall monitoring of clean up campaigns, sensitisation campaigns and lagoon cleaning programmes.
2. To liaise and follow-up with all stakeholders including private sectors and NGO's for cleaning campaigns and other activities.
3. To prepare beach cleaning plans.
4. To assess resources, tools, equipment and machinery required for cleaning.
5. To proactively identify opportunities for process improvement and work with the relevant teams to implement changes.
6. To generate regular reports detailing regional activities and performance to management.
7. To monitor activities with regards to the cleanliness of the beaches.
8. To attend to inquiries and complaints from beach users pertaining to beach cleaning.
9. To monitor supply levels and prepare supply requests as and when required.
10. To examine and evaluate reports on beach related issues submitted by different stakeholder and provide professional and technical advice accordingly.
11. To provide technical input into the formation and review of policies, regulations, guidelines and procedures relating to beaches.
12. To engage and assist in the educating local communities on cleanliness of beaches.

13. To promote and organise sensitisation programmes to enhance awareness on environmental issues to the beach users.
14. To organise events and activities to raise awareness on environmental issues in the context of World Environmental Day.
15. To carry out site visits, surveys and organise meetings as and when required.
16. To use ICT in the performance of the duties.
  
17. 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 in the roles of ascribed to him.

**Note:**

1. 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**

*pd/ys/rm/lc/sc*