

GOVERNMENT OF MONTSERRAT

MINISTRY OF AGRICULTURE, LANDS, HOUSING, ENVIRONMENT, YOUTH AFFAIRS AND SPORTS

RECRUITMENT PACK

Blue Belt Programme Vacancies

This document contains Vacancy Notices for four (4) fixed-term Blue Belt Programme project roles.

Project (fixed-term) roles included:

- Blue Belt Programme Manager – Basic salary of EC\$74,352 per annum plus allowances;
- Marine Spatial Planning Coordinator - Basic salary of EC\$69,204 per annum plus allowances;
- Marine Data Manager - Basic salary of EC\$60,804 per annum plus allowances; and
- Marine Environment Officer - Basic salary of EC\$60,804 per annum plus allowances.

Anticipated Commencement Date:

- January 1, 2027

Deadline for submission of applications:

- Monday, November 2, 2026

Assessment process:

- Shortlisted applicants will be required to complete assessment exercises designed to evaluate their skills, knowledge and suitability for the role.

Blue Belt Programme Manager

Office of the Permanent Secretary, Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports (MALHEYAS)

The Government of Montserrat is inviting applications from suitably qualified Montserratians and persons residing on Montserrat for the fixed-term project role of Blue Belt Programme Manager. The role forms part of Montserrat's Blue Belt Programme and will be based at the Fisheries Office, Little Bay.

CONTEXT

Montserrat joined the UK Blue Belt Programme to strengthen the long-term management of its marine environment. Delivery spans marine spatial planning, fisheries, biodiversity, data, enforcement, policy and public engagement. The Programme Manager provides the practical programme discipline needed to connect these strands across Government.

ROLE PURPOSE

To manage the accountable delivery of Montserrat's Blue Belt Programme across Government, ensuring that work plans, funding, procurement support, reporting, risks, partner inputs and cross-departmental actions are coordinated and aligned with Government priorities.

KEY RESPONSIBILITIES

- Programme planning and control: maintain the consolidated Blue Belt work plan, delivery schedule, milestones, dependencies, budget tracker, risk and issue register, decision log and change-control record; keep these current and usable.
- Cross-government coordination: coordinate agreed contributions from ministries, departments and statutory bodies; convene practical delivery meetings; record actions and escalate unresolved issues promptly through the Permanent Secretary or National Ocean Governance Advisory Committee (NOGAC), as appropriate.
- Financial, procurement and contract coordination: track expenditure and commitments; prepare timely procurement inputs; support contract administration; and maintain complete records and audit evidence in conjunction with Finance, Procurement and authorised officers.
- Partner and consultant management: act as the principal programme liaison with Foreign, Commonwealth and Development Office (FCDO) and Blue Belt delivery partners; coordinate missions, submissions, reporting, change requests and follow-up; monitor consultant and partner inputs against agreed deliverables.
- Performance reporting and briefing: prepare concise quarterly and ad hoc reports and briefs for the Permanent Secretary, Director of Agriculture, Chief Fisheries and Ocean Governance Officer (CFOGO), NOGAC, Minister and Cabinet, including clear identification of slippage, decisions required and corrective action.
- Capacity transfer and programme closure: maintain shared programme records; ensure accepted outputs are retained and put into use; and prepare and implement a practical legacy, handover and capacity-transfer plan.

PERSONNEL SPECIFICATIONS

Qualifications and Experience

- A bachelor's degree in public administration, project or programme management, natural-resource management or a related field; or an equivalent combination of relevant professional training and substantial experience.
- A recognised project or programme management qualification is desirable but is not essential where the applicant can demonstrate strong practical delivery experience.
- At least five years' relevant experience meeting the requirements described above.

Technical and Related Skills

- Strong programme planning, coordination, budget tracking, risk management and report-writing skills.
- Ability to produce clear work plans, dashboards, briefs, meeting records and audit-ready documentation.
- Strong analytical and problem-solving ability, including the discipline to distinguish decisions from discussion.
- Confident stakeholder management and facilitation skills across different levels of Government and external partners.
- Sound digital skills, including spreadsheets, shared document systems, presentations and project-tracking tools.

Competencies and Other Desirable Qualities

- High standards of integrity, accountability, discretion and public-service judgement.
- Results-oriented and persistent, with the ability to work independently and follow through on actions.
- Able to build constructive relationships without confusing coordination with authority.
- Clear written and oral communication, good organisation and careful attention to detail.
- Able to manage competing deadlines and remain effective when administrative processes are slow or complex.

SPECIAL CONDITIONS

- The role is based at the Fisheries Office, Little Bay, but requires regular work across Government and occasional work outside normal hours for meetings, missions or programme events.
- Regional or international travel may be required where approved in the programme work plan and budget.
- The role holder must comply with Government financial, procurement, records-management, data-protection and confidentiality requirements.

TERMS OF APPOINTMENT

This fixed-term Blue Belt Programme project role runs to 31 March 2029, the end of the 2028/29 financial year. The successful applicant is expected to be available for at least two (2) years from appointment. The role carries no automatic entitlement to renewal or permanent appointment.

COMPENSATION AND BENEFITS

Basic salary: EC\$74,352 per annum.

Travelling allowance: EC\$9,600 per annum, conditional on the role holder owning and maintaining a suitable private motor vehicle for official business and meeting applicable Government requirements.

Mobile telephone allowance: EC\$720 per annum.

Contract gratuity: 12.5% of basic salary, payable on satisfactory completion in accordance with the contract.

APPLICATION

Candidates should submit a full curriculum vitae, including the names and contact details of two referees, and a covering letter outlining their relevant experience and suitability for the role. Applications should be emailed to **malheyasprocurement@gov.ms**, with the project role title **Blue Belt Programme Manager** in the subject line. The deadline is **Monday, November 2, 2026**.

Marine Spatial Planning Coordinator

Fisheries and Ocean Governance Division, Department of Agriculture, Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports (MALHEYAS)

The Government of Montserrat is inviting applications from suitably qualified Montserratians and persons residing in CARICOM Member States for the fixed-term project role of Marine Spatial Planning Coordinator. The role forms part of Montserrat's Blue Belt Programme and will be based at the Fisheries Office, Little Bay.

CONTEXT

Marine Spatial Planning will provide a transparent framework for deciding how Montserrat's marine space is used and protected. The role must combine credible evidence with sustained engagement and a practical route from consultation to Government adoption and implementation.

ROLE PURPOSE

To lead the practical development of an evidence-based, participatory and implementable Marine Spatial Plan for Montserrat, balancing environmental protection, fisheries, navigation, infrastructure, cultural use and sustainable economic development.

KEY RESPONSIBILITIES

- Marine Spatial Planning (MSP) programme design and control: develop and maintain the MSP roadmap, work programme, governance arrangements, engagement plan, milestones, risks, budget inputs and decision pathway.
- Stakeholder engagement: plan and lead inclusive and sustained engagement with fishers, communities, marine businesses, Government bodies and other users; document local knowledge, concerns, livelihood impacts and areas of agreement or conflict.
- Evidence and spatial analysis: coordinate mapping of marine uses, values, pressures, constraints and conflicts; define evidence needs and work with the Marine Data Manager and technical specialists to produce decision-grade spatial products.
- Options and plan development: develop, test and appraise spatial and non-spatial management options; document environmental, social, cultural and economic trade-offs; and draft the Marine Spatial Plan and supporting implementation material.
- Policy, legal and institutional review: assess relevant legislation, policies, mandates, licensing and decision processes and prepare practical recommendations for adoption, implementation, compliance, enforcement and review.
- Technical coordination and communication: manage consultant and partner inputs; translate technical products into accessible consultation materials, policy proposals and Government decisions; and prepare monitoring, review and communications arrangements.

PERSONNEL SPECIFICATIONS

Qualifications and Experience

- A bachelor's degree in spatial planning, geography, marine or environmental management, public policy, natural-resource management or a related field; or equivalent professional training and substantial practical experience.
- Normally three to five years' relevant professional experience meeting the requirements described above.
- Postgraduate training or professional certification in planning, facilitation, geographic information systems (GIS) or marine management is desirable but not essential.

Technical and Related Skills

- Strong project planning, policy analysis, consultation design, facilitation and stakeholder-management skills.
- Ability to analyse and explain competing environmental, social and economic interests without oversimplifying them.
- Ability to interpret maps and spatial analysis and to work effectively with GIS specialists.
- Excellent drafting and presentation skills, including plans, policy papers, consultation materials and senior briefs.
- Ability to manage consultants and technical assistance and convert specialist outputs into practical Government products.

Competencies and Other Desirable Qualities

- Impartiality, sound judgement and the confidence to manage disagreement constructively.
- Respect for local knowledge and livelihoods, with cultural awareness and strong listening skills.
- Practical, organised and results-oriented, with the ability to sustain a long consultation and drafting process.
- Able to work independently and collaboratively across professional and institutional boundaries.
- High standards of integrity, transparency, discretion and public-service accountability.

SPECIAL CONDITIONS

- The role requires regular meetings and engagement around Montserrat and occasional work outside normal hours, including community meetings.
- Boat-based or shore-based site visits may be required. The role holder must comply with relevant health, safety and fieldwork procedures.
- Regional or international travel may be required where approved in the work plan and budget.

TERMS OF APPOINTMENT

This fixed-term Blue Belt Programme project role runs to 31 March 2029, the end of the 2028/29 financial year. The successful applicant is expected to be available for at least two (2) years from appointment. The role carries no automatic entitlement to renewal or permanent appointment.

COMPENSATION AND BENEFITS

Basic salary: EC\$69,204 per annum.

Travelling allowance: EC\$9,600 per annum, conditional on the role holder owning and maintaining a suitable private motor vehicle for official business and meeting applicable Government requirements.

Mobile telephone allowance: EC\$720 per annum.

Contract gratuity: 12.5% of basic salary, payable on satisfactory completion in accordance with the contract.

RELOCATION EXPENSES

For a regional appointment, one return economy airfare may be provided between the appointee's normal place of residence in a CARICOM Member State and Montserrat. This comprises travel to Montserrat at the start of the appointment and return travel on satisfactory completion, subject to prior approval and the terms of the appointment. Up to one week's temporary accommodation in Montserrat may also be provided.

APPLICATION

Candidates should submit a full curriculum vitae, including the names and contact details of two referees, and a covering letter outlining their relevant experience and suitability for the role. Applications should be emailed to **malheyasprocurement@gov.ms**, with the project role title **Marine Spatial Planning Coordinator** in the subject line. The deadline is **Monday, November 2, 2026**.].

Marine Data Manager

Fisheries and Ocean Governance Division, Department of Agriculture, Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports (MALHEYAS)

The Government of Montserrat is inviting applications from suitably qualified Montserratians and persons residing on Montserrat for the fixed-term project role of Marine Data Manager. The role forms part of Montserrat's Blue Belt Programme and will be based at the Fisheries Office, Little Bay.

CONTEXT

Montserrat's marine evidence is held across Government, project partners and older systems, often with uneven metadata and access arrangements. The Marine Data Manager will create a coherent and maintainable evidence function that supports Marine Spatial Planning, fisheries, environmental management and reporting.

ROLE PURPOSE

To establish and maintain a coherent, secure and usable marine evidence system for Montserrat; recover and catalogue dispersed data; provide geographic information systems (GIS) and analytical products; and ensure that marine information supports planning, management, monitoring and reporting.

KEY RESPONSIBILITIES

- Data inventory and recovery: lead a Government-wide inventory, recovery and gap analysis of marine datasets, reports, maps, imagery, survey outputs and monitoring records, including material held by external partners.
- Data governance and repository management: establish and maintain the marine data catalogue, metadata standards, repository structure, access controls, versioning, retention, backup and documented quality-assurance procedures in line with Government requirements.
- GIS and analysis: manage marine spatial data and produce accurate GIS analysis, maps, dashboards and decision-support products for planning, management, monitoring and public communication.
- Data standards and quality: define field and project data standards and workflows; receive, validate, clean, document, archive and publish authorised outputs from surveys, consultants and partners.
- Data integration and sharing: integrate environmental, fisheries, social, economic and marine-use data; document limitations; coordinate permissions and data-sharing arrangements; and respond to authorised data requests.
- Training and continuity: train staff in data entry, metadata, GIS use, quality control and retrieval; document systems and procedures; and support sustainable transfer of the data function to Government.

PERSONNEL SPECIFICATIONS

Qualifications and Experience

- A bachelor's degree in GIS, geography, geoinformatics, data science, information management, environmental or marine science, or a related field with strong spatial-data training or experience; or equivalent technical qualifications and substantial practical experience.
- Normally three to five years' relevant professional experience meeting the requirements described above.
- A relevant master's degree or professional GIS/data certification is desirable but not essential.

Technical and Related Skills

- Demonstrated competence with desktop GIS such as QGIS or ArcGIS and with spatial databases, metadata, data-quality management and cartographic production.
- Ability to clean, integrate, analyse and document spatial and non-spatial data from different sources.
- Working knowledge of database and analytical tools; Structured Query Language (SQL), Python or R and dashboard tools are desirable but not all are essential.
- Ability to administer structured repositories, permissions, versioning and backup arrangements in cooperation with Government IT staff.
- Strong technical writing, documentation, training and user-support skills.

Competencies and Other Desirable Qualities

- Methodical, analytical and exacting about data quality without losing sight of the decision the data is meant to support.
- High standards of integrity, confidentiality and information-security awareness.
- Able to work independently, manage multiple requests and explain technical matters clearly to non-specialists.
- Collaborative and service-oriented, with the confidence to challenge unsupported conclusions or poor data practice.
- Practical and resourceful in a small organisation with limited specialist support.

SPECIAL CONDITIONS

- The role is primarily office-based but may support field teams and visit survey or monitoring sites to establish data workflows.
- Occasional work outside normal hours may be required to support surveys, data recovery, partner missions or urgent technical issues.
- The role holder must comply with Government records-management, cyber-security, data-protection, confidentiality and acceptable-use requirements.

TERMS OF APPOINTMENT

This fixed-term Blue Belt Programme project role runs to 31 March 2029, the end of the 2028/29 financial year. The successful applicant is expected to be available for at least two (2) years from appointment. The role carries no automatic entitlement to renewal or permanent appointment.

COMPENSATION AND BENEFITS

Basic salary: EC\$60,804 per annum.

Travelling allowance: EC\$9,600 per annum, conditional on the role holder owning and maintaining a suitable private motor vehicle for official business and meeting applicable Government requirements.

Mobile telephone allowance: EC\$720 per annum.

Contract gratuity: 12.5% of basic salary, payable on satisfactory completion in accordance with the contract.

APPLICATION

Candidates should submit a full curriculum vitae, including the names and contact details of two referees, and a covering letter outlining their relevant experience and suitability for the role. Applications should be emailed to **malheyasprocurement@gov.ms**, with the project role title **Marine Data Manager** in the subject line. The deadline is **Monday, November 2, 2026**.

Marine Environment Officer

Fisheries and Ocean Governance Division, Department of Agriculture, Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports (MALHEYAS)

The Government of Montserrat is inviting applications from suitably qualified Montserradians and persons residing on Montserrat for the fixed-term project role of Marine Environment Officer. The role forms part of Montserrat's Blue Belt Programme and will be based at the Fisheries Office, Little Bay.

CONTEXT

Montserrat needs sustained in-country capacity to monitor marine habitats and species, support evidence-based decisions and coordinate practical conservation work. The role sits within Fisheries and Ocean Governance but works closely with Environment; that arrangement supports delivery and does not transfer statutory powers.

ROLE PURPOSE

To provide dedicated in-country capacity for marine environmental monitoring, biodiversity and habitat work, technical reporting and practical delivery under approved Government and Blue Belt work plans.

KEY RESPONSIBILITIES

- **Monitoring and fieldwork:** plan and deliver safe, scientifically sound marine environmental monitoring covering priority habitats, species, biodiversity, ecosystem condition, climate pressures and human impacts.
- **Species, habitat and restoration work:** coordinate agreed technical work on marine turtles, protected species, coral reefs, seagrass, coastal and marine habitats, restoration, pollution and other priority issues.
- **Analysis and technical reporting:** analyse and interpret monitoring results; prepare and review technical reports, management advice, funding proposals, procurement specifications, standard operating procedures and briefing material.
- **Policy and planning evidence:** provide environmental evidence for the Marine Spatial Plan, management measures, environmental assessment and Conservation and Environmental Management Act (CEMA)-related processes, clearly identifying uncertainty and statutory responsibilities.
- **Partnerships and engagement:** coordinate marine technical work with Environment, Blue Belt partners, regional bodies, universities, non-governmental organisations (NGOs), communities, consultants and volunteers; contribute to public and stakeholder engagement.
- **Operational delivery:** support safe boat-based and shore-based surveys; maintain field records; manage assigned equipment, supplies, contractors and project budgets; and contribute to emergency or pollution response where directed and within competence.

PERSONNEL SPECIFICATIONS

Qualifications and Experience

- A bachelor's degree in marine biology, oceanography, marine or environmental science, natural-resource management or a closely related field; or equivalent technical qualifications and substantial practical experience.
- Relevant professional experience in marine fieldwork, monitoring, analysis and technical writing; normally at least three years is expected.
- A relevant master's degree is desirable but not essential.
- Current first-aid, small-boat, scientific-diving or other field-safety qualifications are desirable where relevant to the applicant's experience, but are not substitutes for the core scientific requirements.

Technical and Related Skills

- Competence in marine survey design, field sampling, species or habitat identification, data recording, analysis and technical reporting.
- Ability to prepare risk assessments, method statements, procurement specifications and practical monitoring procedures.
- Working ability with geographic information systems (GIS), databases, statistics or relevant analytical software is desirable.
- Strong written, oral and visual communication skills for technical, policy, community and public audiences.
- Ability to organise safe fieldwork, equipment, contractors and volunteers and to adapt work plans appropriately to changing sea and weather conditions.

Competencies and Other Desirable Qualities

- Sound scientific judgement, intellectual honesty and care in communicating uncertainty.
- Practical, organised and able to work independently in the field and office.
- Strong teamwork and relationship-building across departments, communities and technical partners.
- Respectful engagement with fishers and other marine users and an ability to incorporate local knowledge appropriately.
- High standards of integrity, safety awareness, accountability and stewardship of Government equipment and funds.

SPECIAL CONDITIONS

- The role includes shore-based and boat-based fieldwork in hot, wet and uneven conditions and may involve carrying monitoring equipment. The role holder must be able to work at sea, swim and work outside normal hours when operational conditions require it.
- All diving, vessel and specialist field activities are subject to approved qualifications, risk assessments, supervision and Government safety procedures.
- A valid driving licence, or the ability to obtain one promptly, is desirable.
- Approved regional or international travel may be required.

TERMS OF APPOINTMENT

This fixed-term Blue Belt Programme project role runs to 31 March 2029, the end of the 2028/29 financial year. The successful applicant is expected to be available for at least two (2) years from appointment. The role carries no automatic entitlement to renewal or permanent appointment.

COMPENSATION AND BENEFITS

Basic salary: EC\$60,804 per annum.

Travelling allowance: EC\$9,600 per annum, conditional on the role holder owning and maintaining a suitable private motor vehicle for official business and meeting applicable Government requirements.

Mobile telephone allowance: EC\$720 per annum.

Contract gratuity: 12.5% of basic salary, payable on satisfactory completion in accordance with the contract.

APPLICATION

Candidates should submit a full curriculum vitae, including the names and contact details of two referees, and a covering letter outlining their relevant experience and suitability for the role. Applications should be emailed to **malheyasprocurement@gov.ms**, with the project role title **Marine Environment Officer** in the subject line. The deadline is **Monday, November 2, 2026**.