

Project Director of The Nippon Foundation – GEBCO – Seabed 2030 Project: Instructions for Applicants

To apply for the Project Director position, please prepare your application by following the template below. The application should consist of one combined PDF document with all the components listed below included and not exceeding 10 MB in size.

1. Application Letter (no more than 1 page, 4,000 characters)

Describe how you meet the qualities and requirements of the Position Description.

2. CV (no more than 2 pages, 8,000 characters)

The CV should include:

- 2.1. Degree**
- 2.2. Employment history**
- 2.3. Honors and awards**
- 2.4. Any other relevant experience**

3. Vision for your role as Project Director for Seabed 2030 (no more than 3 pages, 12,000 characters)

4. Management Experience (no more than 2 pages, 8,000 characters)

Should include relevant professional and volunteer experience in:

- 4.1. Personnel and financial administration**
- 4.2. Project administration**
- 4.3. Management training**

Specify any completed management training, including the time and extent of the training.

4.4. Planning and organizing

Specify your participation in planning and organizing conferences, meetings, etc.

5. Raising Capital (no more than 2 pages, 8,000 characters)

5.1. Developing and implementing funding models

5.2. Fund Raising

- **Grants**

List any major grants received. Specify who awarded the grant, the amount awarded, when it was awarded, and whether you received the grant as the principal applicant or as a co-applicant. In the latter case, the principal applicant and other co-applicants should be named.

- **Other resources**

List other resources received. This could be company contracts or funding raised through campaigns for specific projects or tasks etc. Specify who provided the resources, the amount, when it was received, and your role in securing the resources.

6. Network Building (no more than 2 pages, 8,000 characters)

Include specific examples of how you have interacted with government authorities, the business sector, industry, the cultural sector, the research community, NGOs, or other organizations to build a network to support an initiative or project.

7. Marketing and Outreach (no more than 2 pages, 8,000 characters)

Describe your experience in advocating for specific initiatives, representing projects at international meetings and forums and coordinating and directing communication and outreach activities.

8. Publications (list of up to 10 selected publications)

9. References

Provide contact details for 2 references.

10. Submitting the Application

Applications should be emailed to: seabed2030@gebco.net. To be considered for the position, applications must be received by 5pm Friday, 25th August UT.