

JOB OPPORTUNITIES

The Seychelles Conservation and Climate Adaptation Trust (“SeyCCAT”) was legally established via legislation on November 16, 2015. SeyCCAT is charged with administering its assets, intended to provide a sustainable flow of funds to support the long-term management of the Seychelles system of marine protected areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity and adaptation to climate change. SeyCCAT performs exclusively for charitable, educational, and scientific purposes for the benefit of the people of Seychelles.

SeyCCAT is seeking **three dedicated professionals** to fill the following positions:

1. Finance and Investment Manager

Key Responsibilities

The Finance and Investment Manager reports directly to the CEO and is responsible for the overall Financing and Investment of the Trust. The role will encompass:

- **Financial resources management and oversight:** Oversight and Management of Financial resources through planning and monitoring and control. Support project management financially and responsible for donor financial reports.
- **Investment:** Responsible for the trust’s local investments. Support and manage the relationship with the Wealth Manager and provide guidance to the SeyCCAT Finance Committee in regards to the portfolio’s performance.
- **Competitive grant Funds:** Responsible for the Financial management of the competitive grants, provide financial capacity development to the grantees and ensure timely reporting.
- **Resource mobilization/Fundraising and Partnerships:** Work in close collaboration with the CEO and Fundraising team to develop project budgets. Provide guidance to the Finance Committee about the minimum and optimal financial scenarios for the trust.
- **Human resources (Payroll):** In collaboration with the external accounting firm, ensure that the salaries for the staff and statutory requirements are paid on a timely basis.

Qualifications & Experience

- A bachelor’s degree in Finance, Accounting, economics, investment or related field
- 7 years of experience in financial management and investment oversight/fund management
- Preferably demonstrated experience with conservation trust fund or related fields.
- Demonstrated experience in managing multi-donor portfolios and complex reporting requirements

- strong understanding of donor reporting, investment instruments, risk management and portfolio analysis.
- Proven ability to handle pressure, with demonstrable ability to efficiently coordinate tasks to meet deadlines;
- Microsoft Office Skills such as excel and Word
- Ability to analyse information;
- Strong verbal and written communication (in English, French and Creole);
- Evidence of working independently and maintaining flexibility in working hours.

2. Blue Grants Fund Coordinator

Key Responsibilities

The Blue Grants Fund (BGF) Coordinator reports directly to the CEO and is responsible for the overall competitive grants portfolio of the Blue Grants Fund which includes, but is not limited to, the following funding streams, Debt Swap (DS), Blue Bonds (BB), Blue Nature Alliance (BNA), Critical Ecosystem Partnership Fund (CEPF) and Environment Trust Fund (ETF) of SeyCCAT.

The role will encompass:

- **Grant Programme Management and Administration:** Manage and administer all the competitive grants of the trust
- **Communication:** Serve as the primary point of contact for all the competitive grants and as well as their respective donors.
- **Relationship management:** Maintaining the core relationship between SeyCCAT and the grantees and provide any necessary support and capacity building as required.
- **Monitoring, Evaluation and Learning:** Work in close collaboration with the MEL officer to ensure that projects are implemented effectively including undertaking periodic site visits.

Qualifications & Experience

- Bachelor's degree in relevant fields (fisheries, marine conservation, Climate Change, blue economy);
- 5 years of experience in a grant management role, preferably with donor funded programmes/ NGOs
- Demonstrated experience with coordinating funding proposals and progress reports from institutional and private donors;
- Familiarity with multi-donor or multi-window funding mechanisms is desirable;
- Ability to efficiently deal with competing priorities;
- Excellent oral and written communications skills and demonstrated ability to produce and edit documents under deadline pressure

- Working knowledge of budget development and management
- Experience working in a multi-cultural setting.
- Competence with Windows, Microsoft Office
- Fluent writing, speaking in and comprehension of Creole, English and French.
- Evidence of strong time management, organizational and customer service skills
- Must be flexible and work well in a demanding, dynamic environment Strong oral and written communication skills
- Willingness to travel

3. Admin and operations officer

Key Responsibilities

The Admin and Operations Officer reports directly to the SeyCCAT Finance and Investment Manager and is responsible for the overall Administration and operations of the Trust. The role will encompass:

- **Administration:** Support and assist with the day-to-day administrative aspects of the trust in collaboration with the management team
- **Operations:** In collaboration with the management team, ensure the smooth running of the operations of the Trust
- **Governance and Compliance support:** Provide support to the team in regards to governance and compliance to ensure institutional integrity and long-term operational resilience in collaboration with the management team.

Qualifications & Experience

- At least 2-5 years of experience administrative role is preferable, especially in NGOs, public sector or donor funded organisations.
- Demonstrate knowledge of Seychelles labour laws and HR best practice.
- Experience in supporting recruitment, performance management and organisational policy development.
- Strong administrative and organisation skills.
- A commitment to demonstrate SeyCCAT's values: Trust, Partnership, Transparency, Innovation, Excellence.

The remuneration packages will be based on the application's qualification and experiences.

For additional details in relation to the positions please request a copy of the full terms of reference by contacting info@seyccat.org



How to apply:

Interested candidates are invited to submit a cover letter and a comprehensive CV to info@seyccat.org

Application deadline: 22nd May 2026 at 4pm.

Only shortlisted candidates will be contacted.

Join us in stewarding Seychelles' ocean and islands for future generations!