



Juan Pablo Moreiras/FFI

Landscape Manager, North-West Liberia, Liberia

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Africa Programme

Working closely with local partners, FFI currently operates in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

Liberia Programme

FFI operations in Liberia are focused in the South-East and North-West regions, which are home to Liberia's remaining and intact section of Upper Guinean Forest, rich in endemic and endangered species. These forests are at risk from extreme and immediate threats, such as expansion from shifting agriculture, mining and poaching. In the last decade, communities have also been faced with further challenges to their livelihoods presented by the biggest outbreak of Ebola HV to date.

FFI's current work in North-West Liberia focuses on the Ziama-Wonegizi-Wologizi, or ZWW, transboundary forest landscape, although historically FFI has also engaged in the neighbouring East Nimba Nature Reserve. FFI began working in North-West Liberia in 2012, in partnership with the statutory authority responsible for the management of the forest, the Liberian Forestry Development Authority (FDA). Wonegizi and Wologizi Proposed Protected Areas (PPA) are contiguous with the Ziama Man and Biosphere Reserve in Guinea where FFI also has operations. The ZWW Transboundary Forest holds some of the largest remnant, relic forests within the Upper Guinean forest ecosystem, a widely recognised global biodiversity hotspot home to more than 25% of Africa's mammals including the critically endangered western chimpanzee, endangered pygmy hippopotamus and vulnerable African elephant. All three species serve as flagships for this landscape, and for forest elephants in particular, ZWW presents one of their last viable, intact habitats in West Africa.

The Opportunity

FFI is seeking an experienced conservation professional to fulfil the role of Landscape Manager, North-West Liberia, assuming responsibility for the implementation and development of FFI's work in Wologizi and Wonegizi, and including certain transboundary collaboration with activities in the contiguous Ziama Man and Biosphere Reserve in Guinea.

The successful candidate will have with a strong proven track record in supporting protected area management, ideally co-management and development models working with community members, in Africa. They will be skilled in providing strategic advice and technical input to the design,

development, implementation, evaluation and reporting for projects and will have excellent project, grant and financial management skills.

Strong leadership and people management skills are essential to the role to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships with partner organisations and relevant stakeholders, from local communities and community based organisations, to funders.

The successful candidate will have a strong track record in project management, fundraising and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in West Africa, as well as a commitment to organisational and legal compliance.

Final appointment will be subject to final confirmation of funding for the position.

Terms and Conditions

Start Date: As soon as possible

Contract Type: Two-year fixed-term contract

Probation Period: Six months

Salary Range: Circa USD 38,000 per annum

Benefits: For international appointments, FFI expatriate benefits will apply

- 25 working days annual leave entitlement
- Medical insurance
- Annual return flight home
- Relocation flight on commencement of employment (if applicable)
- Repatriation flight on termination of employment (if applicable)
- Accommodation allowance

Location: The position will be based in Monrovia, with travel to project sites in the field and elsewhere internationally as required

Hours of Work: This is a full-time position, working Monday to Friday for 8 hours per day from 8.00am to 5.00pm, with a one hour lunch break

NB: This is an unaccompanied position

Job Description

Job Title: Landscape Manager, North-West Liberia, Liberia

Reporting to: Country Manager, Liberia (line manager).

Line Manager of: N/A

Key Internal

Relationships: Liberia Programme Team
Africa Programme Team (UK)
Senior Programme Manager, West and Central Africa (UK)
Programme Manager, Upper Guinean Forest Landscape, Africa (UK)
Finance Business Partner, Africa (UK)
Senior Programme Manager, Agricultural Landscapes (UK)

Working with: The role will also work in collaboration with the FFI Guinea team based in N'Zerekore and at the Ziama project site, in relation to transboundary project activities.

Key external

Relationships: The Landscape Manager, North-West Liberia will represent FFI with national and local government agencies, communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions and funders, representing the values and interests of FFI at all times.

Purpose: To work closely with the Liberia Country Manager (CM) and the Senior Programme Manager, West and Central Africa (SPM-W&CA) to deliver on FFI's vision for the North-West Liberia landscape, achieving lasting impacts through excellent programme management including maintenance of stakeholder relationships and the coordination, planning, implementation and monitoring and evaluation of the landscape's project portfolio, in full compliance with FFI and donor financial guidelines and funding agreements.

Specific Duties: Under the line-management of the Country Manager, Liberia, and working with project teams, the Landscape Manager, North-West Liberia will have the following responsibilities:

Programme Operations

- Ensure effective and quality planning and implementation of activities in the North-West Liberia landscape to meet agreed project objectives; in line with existing management agreements and agreed best practice measures, and coordinating and accounting for resource availability, including FFI staff, partners and other stakeholders
- Ensure that all activities are delivered in line with agreed timelines and budgets, according to each donor's contractual and administrative requirements, and in compliance with donor and FFI operating standards, policies and procedures, and funding agreements
- Ensure all approaches used are those that are standardised across the Liberia and wider Africa programme, and in collaboration with FFI staff and partners in transboundary landscapes, ensure harmonisation with any relevant transboundary activities.

- In collaboration with the Programme Manager, Africa, develop, implement and manage processes for the effective monitoring and evaluation of the landscape programme, ensuring timely adaptation of activities, as required and following FFI and donor processes for change, to meet project aims, objectives and timelines, and support the dissemination of lessons learnt.
- Ensure that all activities are fully evidenced through excellent record keeping and data storage, in compliance with both FFI and donor requirements, to enable regular monitoring and progression of impacts.
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with FFI global policies and procedures and any national policies and procedures
- Closely monitor and plan mitigation actions for in-country developments (including disease outbreak or political unrest) that may impact FFI projects across the North-West landscape, and ensure timely communication of issues to relevant members of the landscape teams

Programme Development

- Work with the senior Africa team members, relevant FFI staff and partners to contribute to strategic planning and development of the North-West Liberia landscape programme and any transboundary work with Guinea as appropriate
- Develop and contribute to funding proposals that meet project outcomes and objectives for the North-West Liberia landscape, ensuring the accuracy and relevancy of work planned, input from relevant staff and partners and that the proposed work is fully aligned with FFI's strategy
- Engage the relevant Africa programme staff, cross-cutting team members and the Finance Business Partner, Africa (FBP-A) to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider match funding requirements, and meet staff and field operational costs and institutional overhead requirements
- Under the direction of the CM and in liaison with relevant team members, ensure proposed activities comply with national laws, statutory regulations and have the requisite insurances necessary for implementation
- Under the direction of the CM and SPM-W&CA, proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Grant Management

- In coordination with financial and administrative Africa programme staff based in Liberia and the UK, undertake specific North-West Liberia landscape fund management responsibilities where appropriate, including:
 - Ensure all landscape-level funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the Delegation of Authority (DoA), and implementation context within the region
 - Delivery of grant funded projects within time-frames and budgets
 - Manage project inputs from relevant technical and operational staff and consultants, and implementing partners, ensuring appropriate contracts are in place where relevant
 - Lead FFI and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per FFI and donor requirements
 - Be responsible for fund finances and ensure all expenditure complies with donor and FFI regulations, and the DoA

- Prepare project financial reports, with support from the FBP-A , Africa and ensure timely, high quality and accurate technical, operational and financial funder and institutional reporting
- Ensure maintenance of project financial records by in country staff that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Maintain adequate project cash flow through accurate quarterly financial planning and timely submission of invoices and internal transfer requests
- Lead on the participatory development of annual work plans for the North-West Liberia landscape that align with all projects and fund obligations, timelines and budgets
- Ensure the regular back-up and appropriate storage of all collected North-West Liberia landscape data on implemented FFI systems such as a monitoring system, as well as "cloud" based online storage

Staff Management and Partner Relations

- Provide strong and motivational line management and mentoring of relevant staff through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure efficient, effective delivery of the landscape programme
- Support project team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget
- In collaboration with relevant staff and in accordance with FFI's DoA, contract local project staff and consultants in Liberia as required, in compliance with Liberian Labour Law and FFI staff development procedures and Delegations of Authority.
- Develop and support critical project-specific partner relationships locally, nationally, transboundary and internationally, including through capacity building and mentoring where required
- Establish and actively maintain a positive and productive working relationship with key project stakeholders in government, communities, NGOs and the private sector, at landscape-level and in Monrovia
- Ensure alignment of activities and good relations are upheld between field teams, FFI programme staff and with partners, ensuring any conflicts arising are managed in an efficient and positive manner

Communications and Representation

- Encourage a culture of excellent communication, sharing of knowledge, lessons learnt and best practices and collaboration between project staff, wider FFI team members, implementing partners and other stakeholders as appropriate
- Provide Communications and Fundraising Departments with text and images as required for the production of up to date communications and fundraising material (e.g. web pages, articles, reports) to ensure visibility of FFI's work in the landscape
- Ensure FFI is adequately represented at various partner and stakeholder coordination platforms for successful implementation of landscape activities
- Represent FFI and the North-West Liberia landscape programme, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders, and media

Other

- Work as an active member of the Liberia and wider Africa team and attend Liberia and Africa team meetings and work planning sessions as required
- Provide technical input, where appropriate and requested, on other work undertaken by the Liberia and Africa programme
- With agreement of the CM, perform any other tasks that may be requested from time to time, which are appropriate to the Landscape Manager's skills and experience, and relevant to the scope of this role

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Fluent written and spoken English and French• Excellent project management skills with proven experience in project design, development, implementation, risk management and evaluation• Excellent financial management, including budgeting, reforecasting and procurement• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence• Technical conservation skills related to protected area management planning, law enforcement and management of natural resources• Excellent community consultation/ outreach and facilitation skills• Strong problem solving skills• Strong verbal communication, networking and interpersonal skills, with ability and confidence to present, negotiate and persuade at all levels• Strong written communication skills, including report and proposal writing• Strong prioritisation and time management skills• Competent computer skills, including MS Office, data management and statistical analysis	<ul style="list-style-type: none">• Proven ability to assess capacity, mentor and develop skills of project staff and partners• Ability to lead in the design of biodiversity survey methodologies
Qualifications	<ul style="list-style-type: none">• Undergraduate degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field	<ul style="list-style-type: none">• Master's degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field

Experience	<ul style="list-style-type: none"> • Substantial professional experience working in biodiversity conservation • Proven track record in managing contracts/grants • Substantial project management experience, with a focus on protected area management • Proven track record of community empowerment in conservation • Experience in community development and/or poverty reduction activities related to protected area threat reduction • Experience of building community relations and managing conflict situations • Experience in the design/implementation of species conservation activities • Proven track record of working successfully with government counterparts, preferably in Africa • Proven track record in project development and fundraising, including managing donor relationships • Experience and content in living and working in remote locations with limited resources and amenities for long periods of time 	<ul style="list-style-type: none"> • Experience of use/implementation of SMART or similar ranger based monitoring tools • Experience leading in awareness raising and/or environmental education activities • Experience of implementing and monitoring community livelihood activities • Experience using FPIC (Free, Prior, Informed Consent) processes • Experience managing field research and biomonitoring, including camera trapping • Experience of working in West Africa, preferably Liberia • Experience of managing large (100,000 USD plus) multi-year grants from statutory sources
Behavioural qualities	<ul style="list-style-type: none"> • Self-motivated, independent and resourceful • Commitment to FFI's mission and vision • Commitment to organisational and legal compliance, and responsible management of donor funds • Team player, with ability to seek out views of others and build positive working relationships • Able to work effectively in a supervisory role, supporting managers and decision makers • Confident in managing work in remote settings • Ability to work under pressure and to deal with challenges in a positive and constructive way • Commitment to working in a collaborative manner, sharing information and learning • Ability to work within a multi-cultural environment 	

Other	<ul style="list-style-type: none"> • A commitment to conservation and development and a genuine interest in protected area management, and community access to, and sustainable use of resources • Commitment to FFI- Liberia's/Guinea's culture and values • Willingness and ability to travel regularly and at short notice within Liberia/Guinea. • Willingness and ability to travel internationally when required. 	<ul style="list-style-type: none"> • An understanding of key issues impacting conservation in Liberia/Guinea and/or the West Africa region
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How to Apply

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted electronically via email to africajobs@fauna-flora.org

Please mark your application '**Landscape Manager, North-West Liberia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 22 March, 2020**, with interviews likely to take place during the week commencing **Monday, 30 March, 2020**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity