Technical Adviser,
FFI Cambodia

“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, to 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.

Asia-Pacific Programme

Working closely with local partners, the Asia-Pacific Programme includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Cambodia Programme

FFI has been working in Cambodia since 1996 to support biodiversity conservation and sustainable development, working with government, universities and communities to protect a rich variety of habitats, including pristine rainforests and coastal habitats including coral reefs and seagrass meadows; and wildlife such as sea turtles, seahorses, Asian elephants, Siamese crocodiles, and yellow-cheeked crested gibbons.

University Capacity Building Programme

After decades of under-investment in the education sector, following civil war and the Khmer Rouge genocide, biodiversity conservation in Cambodia was severely hampered by a shortage of trained biologists and reliable biodiversity data. To address this issue, FFI in partnership with the Royal University of Phnom Penh established Cambodia’s first Master of Science degree in biodiversity conservation in 2005, which has trained over 300 Cambodian nationals to date and provides much needed vocational courses to natural resource management professionals from the NGO and government sector. Graduates are highly sought after by national and international NGOs and over 73% have gone on to work in conservation or natural resource management, directly making and influencing policy decisions. One of the first graduates has completed his PhD and is now managing the project.

The project’s research centre, established in 2011, acts as a national hub for postgraduate education, original biodiversity research, information dissemination and inter-agency collaboration. Notable achievements are the management of the country’s first and only working Zoological Reference Collection and the country’s only peer-reviewed scientific journal, the Cambodian Journal of Natural History, first published in 2008.

Our publications are valued at the highest levels of the Cambodian government and our research is consistently cited by the scientific community. As we continue to produce MSc graduates, increase our vocational training, and conduct and publish research, more people will have the skills and knowledge required to make informed decisions to bring greater benefits to Cambodia’s biodiversity and the people who depend on it.
The Opportunity

FFI is seeking a Technical Adviser to play a central role in the administration of Cambodia’s sole biology and conservation Master’s programme, as well as developing FFI’s initiative tackling the illegal international wildlife trade in Cambodia. The Technical Adviser will be responsible for providing technical advice and support to FFI’s University Capacity Building Project (UCBP) and International Wildlife Trade (IWT) programme in Cambodia, supporting project management and development to programme staff, students, museum curators, research associates and contracted researchers, social marketing & media consultants, trainers, and others as necessary or requested by the Country Director.

You will have a strong and proven track record in bringing innovative solutions to complex and crucial problems. You will also have experience maintaining strong donor relationships. You will have excellent interpersonal and communication skills. A working knowledge of academic frameworks would be beneficial, along with current knowledge of the international illegal wildlife trade. You will possess a drive for effective project delivery, coupled with a passion for environmental conservation and community development.

This opportunity is based in FFI’s office in Phnom Penh, Cambodia and will involve close working relationships with FFI Cambodia’s Flagship Species Team, Finance & Admin team and partner organisations.

The successful candidate will play a critical role in advancing Cambodia’s scientific capacity, along with being a key to the protection of endangered and trafficked animals throughout Southeast Asia. The role offers the opportunity to hold a key technical position within a diverse and committed team, working within an entrepreneurial international organisation at the forefront of global conservation.

Terms and Conditions

**Start Date:** As soon as possible

**End Date:** 31 December 2022

**Probation Period:** Six months

**Salary Range:** USD 35,000 – USD 38,000, dependent on skills and experience

**Location:** The position will be based in Phnom Penh, with occasional travel when necessary.

**Hours of Work:** Full time working hours are Monday to Friday from 8.00am to 5.30pm, with a one and half hour lunch break

**NB:** Final appointment will be subject to final confirmation of funding for the position.
Job Description

Job Title: Technical Adviser, FFI Cambodia Programme

Reporting to: Country Director, FFI Cambodia Programme

Key Relationships:
- Country Director
- Head, Wildlife Trade (UK)
- Technical Specialist, Wildlife Trade (UK)
- Director of Operations, Asia-Pacific
- Finance Business Partner, Asia-Pacific
- In-country Programme Managers
- Finance & Administration Manager, FFI Cambodia Country Programme
- Cross-cutting Teams (UK)
- International FFI IWT teams
- Communications and Fund Raising Department (UK)

Working with: The Technical Advisor (TA) will routinely liaise with national and local government agencies, Royal University of Phnom Penh faculty, local communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of FFI at all times.

Purpose:

This will provide technical and other inputs to support the University Capacity Building Project (UCBP) and the International Wildlife Trade initiative(s) of the FFI Cambodia Programme. Additional support to other parts of the FFI Cambodia Programme may be required, as directed by the Country Director.

The Technical Adviser (TA) will provide technical advice and support to FFI’s University Capacity Building Programme (UCBP), and in particular the Royal University of Phnom Penh’s (RUPP) Centre for Biodiversity and Conservation (CBC). This will include providing technical assistance helping the UCBP & CBC devolve to become independent entities from FFI. Additionally, the TA will be responsible for the development and day-to-day oversight of FFI’s national International Wildlife Trade (IWT) programme, supporting implementation of technically strong institutional approaches in addressing unsustainable wildlife trade across FFI’s project sites and partner network in Cambodia, in line with FFI’s values and priorities. In this capacity the TA will liaise regularly with the FFI Cambodia Programme Country Director and other FFI Cambodia Programme staff, including IWT focal points within FFI and external partners, as appropriate and necessary. The TA will further contribute inputs into project and research idea development and implementation, the preparation of funding applications, the provision of post-graduate and vocational educational courses, the RUPP natural history museum, and scientific publication initiatives.

Specific Duties:

University Capacity Building Project
- Support the UCBP Project Manager, Project Coordinator, museum curators, research associates and other project-employed personnel in executing their responsibilities
- Work with the Project Manager, project staff and research associates to identify and pursue additional training and resource needs to achieve programme objectives and improve institutional capacity
• Work with the Project Manager, and other project personnel to review existing operations of the UCBP and update and develop all related work plans, targets and procedures
• Liaise with project partners, staff, students and consultants involved in the UCBP. Maintain records of all contacts and activities and outputs, ensuring the Project Manager and other related FFI staff are kept abreast of related progress and issues as these occur
• Support delivery of the annual Bridging Course, MSc in Biodiversity Conservation programme and vocational courses, with an emphasis on assisting and mentoring contracted lecturers and assistant trainers to evaluate and develop existing courses on an ongoing basis
• Assist recruitment of local research associates and supervise and mentor associates subsequently contracted to develop and undertake collaborative monitoring and applied research related to biodiversity conservation and sustainable development
• Assist Cambodian nationals to prepare scientific manuscripts to the *Cambodian Journal of Natural History*, and provide peer-review, editorial and other inputs into the journal in consultation with the Editors and Project Manager
• Advise and support the Project Manager in transitioning a long-term and high-impact Biodiversity Conservation University programme into a separate post-graduate academic programme sustainably operated by a State University and an independent research institution. This includes the establishment of a registered and functional research entity, business plan development, partnership development and management, Monitoring, Evaluation, and Learning, and trainings, in close collaboration with FFI’s Conservation Capacity and Leadership specialists.

**Illegal Wildlife Trade**
Support the management (in close and systematic collaboration with the FFI Cambodia Programme Flagship Species Manager (FSM)), the Wildlife Trade team, including managing projects in accordance to donors’ and FFI’s internal policies and procedures, the oversight, work plan development and systematic tasking of the IWT Project Officer, and the management of project partners.
• Assist recruitment of local and international research associates and consultants, and supervise and mentor those contracted to develop and undertake collaborative monitoring and applied IWT research
• Work with the FFI FSM, the FFI Cambodia Programme Country Director, other project managers and FFI Cambodia Programme staff to identify and obtain additional training and resources to achieve programme objectives and improve institutional capacity as relates to IWT
• Lead in assuring the formulation and implementation of IWT related research, in collating and analysing the resulting data, and in sharing (and when necessary, acting upon) the results of this research via internal and external communication, using publications in whichever format is most effective to further the objectives of the IWT initiative(s) of FFI (nationally and abroad)
• Liaise with project partners, staff, students and consultants involved in combatting IWT. Maintain records of all contacts and activities and outputs, ensuring the related FFI staff are kept abreast of progress and issues as these occur
• Strengthen technical knowledge and competences within FFI’s Cambodia team and partner network to develop, deliver and evaluate technically strong interventions to address unsustainable wildlife trade.
• Support an active community of practice (coordinated by Technical Specialist, Wildlife Trade) across FFI to promote learning and knowledge exchange.
• Represent FFI in national, regional and international fora concerning wildlife trade and proactively develop an enhanced network of contacts within institutions working on issues of wildlife trade in Cambodia and the wider region.

**Technical Input**
• Provide technical advice and input on conservation issues and priorities, project design, development, implementation and monitoring
• Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management
• For projects managed by this position, oversee and develop project reports for donors and programme reports and briefings for FFI and Government partners, as required, and to a high standard

Programme Development
• In collaboration with the Country Director, Wildlife Trade team, and Technical Specialists, contribute to the strategic planning and development of the FFI Cambodia Programme, in particular the aspects associated with addressing unsustainable wildlife trade, in line with FFI’s business plan and strategy, including advising on technical aspects, opportunities, priorities and optimal use of funds
• In collaboration with the Country Director, Project Managers and Technical Specialists, develop and input to project concepts and proposals, in line with approved strategic plans and FFI’s project cycle
• Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance and Administration Manager (in Cambodia) and Finance Business Partner (in the UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
• Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standard and implementation conditions within Cambodia
• Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donors visits as required

Financial Management
• With the support of the Finance and Administration Manager (in Cambodia), the Finance Business Partner (in the UK), and the in-country finance teams, ensure the following for projects managed by this position:
  ➢ Accurate financial management
  ➢ Compliance with internal financial policies and procedures
  ➢ Compliance with contracts and grant agreements, including co-financing and procurement requirements
• Working with Project Managers and finance teams, ensure timely and accurate technical, operational and financial donor and institutional reporting

Communications
• Help connect the FFI Cambodia Programme with FFI’s wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
• Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)
• Bring to the attention of the Country Director any news-worthy items arising within the country programme

Programme Representation
• Represent the wildlife and biodiversity elements of FFI, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
• Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings
• Engage in relevant policy dialogues with a view to influencing positively policies that impact on biodiversity
# Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td><strong>A working knowledge in the field of genetics</strong></td>
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<td>• Proven ability to effectively manage complex government-sourced funds and projects</td>
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<td>• Ability to deliver and monitor multiple streams of work</td>
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<td>• Background in science or academics</td>
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<td>• Ability to work collaboratively and effectively on the delivery of multi-partner projects</td>
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<td>• Excellent interpersonal skills</td>
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<td>• Ability to communicate and collaborate effectively with diverse team members and partner organisations</td>
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<td>• Excellent written and oral communication skills, including report writing and international donor liaison</td>
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<td>• Advanced Microsoft Office skills, including Outlook and Excel</td>
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<td>• Strong organisational skills, with structured and methodical approach to work</td>
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<td>• Meticulous attention to detail</td>
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<td>• Ability to convey FFI’s work externally with confidence and credibility</td>
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<td>• Fluency in English</td>
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<td><strong>Knowledge and experience</strong></td>
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<td>• Experience working with boards of NGOs or private sector</td>
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<td>• Proven track record of effective grant management</td>
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<td>• Background in academia or scientific institutes</td>
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<td>• Proven experience in managing donor relationships effectively</td>
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<td>• Demonstrated ability to set and manage processes involving numerous internal stakeholders</td>
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<td>• Relevant degree</td>
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<td>• Experience of working in an international environment</td>
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<td>• Experience in working combating illegal international wildlife trade</td>
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<td>• Knowledge of compliance with European grant management, reporting and retention documents</td>
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**Behavioural qualities**

- Excellent team player, able to seek out and harness the views and contributions of others
- Self-motivated and output driven, committed to producing the highest quality of work
- Flexible and adaptable in uncertain and changeable work situations
- Capable of dealing with challenges in a patient, creative, positive and constructive manner
- Commitment to compliance and responsible management of donor funds
- Commitment to FFI’s Vision and Mission
- Able to build and maintain positive personal and organisational relationships
- Able to work effectively and diplomatically in a geographically dispersed and international team

**Other**

- Entitlement to work in Cambodia

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**How to Apply**

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent electronically to Regine Weckauf at Regine.Weckauf@fauna-flora.org

Please mark your application ‘Technical Adviser, FFI Cambodia’ and indicate where you saw the position advertised.

The closing date for applications is Sunday, 6 September 2020. Interviews are expected to be held during the week commencing 14 September 2020. Candidates selected for interview will be contacted by email.

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.