



Senior Programme Manager, Eastern Africa

“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, while 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.

FFI's Work in Eastern Africa

Within East Africa, FFI currently operates in South Sudan, Uganda and Kenya supporting local people and partner organisations to use natural resources sustainably; conserving threatened species, habitats, biodiversity, ecosystems and the services they provide, and at the same time striving for increased well-being for those people.

Our work to directly tackle species and habitat decline also has a marine focus on East Africa's extensive reefs and mangroves, an ecosystem providing one of the main sources of subsistence and income for its relatively remote communities. Across the programme, our practical, field-based approaches revolve around putting in place effective measures on the ground; to safeguard wild populations of key species from poaching for subsistence or illegal trade, and to protect ecosystems for damaging practices and overuse. In particular, we engage communities as active and motivated partners, not least by strengthening community rights, supporting sustainable livelihoods and natural resource use, and helping to ensure that they have a vested interest in safeguarding wildlife and ecosystems.

In Eastern Africa FFI is tackling the threat of climate change by directly protecting habitats and the biodiversity that underpins ecosystem services, and working with committed partners in order to help minimise the environmental impact of development at the business level, including for example the extractives industry, plantation development and large infrastructure projects.

The Opportunity

FFI is seeking a highly experienced and motivated conservation professional to fulfil the role of Senior Programme Manager, Eastern Africa, assuming responsibility for FFI's operations in the region (currently South Sudan, Uganda and Kenya).

The successful candidate will have operational and managerial experience in conservation project and programme management, including people management, risk management and mitigation, proposal writing, technical and financial management and reporting of large funds and grants,

preferably with statutory or multilateral/bilateral donors and preferably in Africa, as well as a commitment to organisational and national legal compliance.

Excellent 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 requires a skilled and credible communicator, who is confident in developing the capacity of in-country teams and partners, both directly and by facilitating the engagement and skills of UK based cross-cutting teams, and ensuring the focus remains on in-country leadership and delivery of results.

The successful applicant will also have substantial experience in the field of conservation. S/he will enjoy working in a dynamic environment where the ability to respond swiftly and thoroughly to challenges and opportunities is paramount. Spoken and written fluency in English is essential.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary: circa £42,000 per annum

Location: Fauna & Flora International, Cambridge with frequent visits to programme sites in South Sudan, Uganda, Kenya, and other locations as required.
(some remote working may be considered)

Benefits: 25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title:	Senior Programme Manager, Eastern Africa (SPM, EA)
Reporting to:	Director of Operations, Africa (DoO, Africa)
Key Relationships:	Country Manager, Kenya Landscape Manager, South Sudan Programme Staff, Uganda Eastern Africa programme staff and consultants, as agreed with the DoO, Africa

Purpose:

To ensure the FFI programmes of work in the EA region are effectively delivered, focusing on enabling implementation by in-country teams through proactive oversight, capacity building, facilitating engagement of FFI's cross-cutting expertise, supportive line management, excellent risk management and mitigation and ensuring an outstanding quality of grant management and proposal development. The level of management, support and direct input will vary across each country programme in line with resources and infrastructure and current responsibilities and accountabilities in place.

Specific Duties:

Programme Management

- Ensure the capacity is in place to enable in-country teams to deliver FFI's work, including providing direct capacity support, facilitating the input of FFI-cross-cutting and other technical specialists, or where appropriate and agreed, seeking external resources
- Ensure that project work plans align with the project Theory of Change, and are in place to meet project aims, objectives and timelines
- Ensure two-way flow of best practice and learning between project managers and cross-cutting technical experts, including participation in FFI's global communities of practice and inputs into cross-cutting projects where appropriate
- Ensure that projects are implemented in line with work plans and within budget
- Lead on the annual budgeting and any reforecasting process for the EA region, ensuring FFI systems are updated within given timeframes and using information that is as up to date as possible, including pipeline information
- Utilising the appropriate EA team and UK based resources, ensure the administrative and financial management of FFI's operations in the EA programmes, including:
 - All country programmes are legally registered as national entities for FFI allowing the implementation of FFI operations, and all associated costs are budgeted for
 - Remain up-to-date with statutory and regulatory frameworks relevant to operations in all country programmes and ensure FFI operations comply with national laws, statutory regulations and have the requisite insurances necessary for the implementation of FFI operations, including HR policies, labour and tax laws

- All in-country systems, policies and procedures comply, to the extent possible, with FFI institutional systems, policies and procedures and Delegation of Authorities, including the project cycle process
- All funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and the DoA, and implementation conditions within the EA region
- Timely and high quality delivery of financial and narrative reports to donors and clients within agreed internal and external deadlines
- Accurate financial management of the EA programme and its projects including maintaining appropriate cash flow
- Maintenance of financial records to meet in-country and wider institutional auditing requirements
- Act in accordance with FFI's Delegation of Authorities
- Where applicable provide directly, and enable EA line managers to provide excellent and motivational line management through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- In collaboration with the DoO, Africa, HR department, and EA programme and project staff, oversee and manage the recruitment of international and in-country staff and consultants required for the effective running of the EA programme, ensuring necessary visas, work permits etc. are secured

Risk Management

- Lead the development and implementation of SOPs to mitigate potential risk (health & safety, financial, reputational) to FFI operations and staff within the EA region in both business as usual and arising situations
- Ensure EA team compliance with these SOPs in addition to specific institutional Health & Safety policies and procedures to manage and minimise risk within the EA programme
- Act as the main point of contact between FFI HQ (usually the DoO, Africa) and in-country teams on issues relating to risk, ensuring a meaningful flow of communication between relevant staff
- Remain informed of security issues within the EA region and communicate issues of concern swiftly to the DoO, Africa, advising of potential impact on staff, operations, projects, finances and funders
- In collaboration with the DoO, Africa, lead the development and implementation of strategies to manage impacts caused by security issues

Programme Development

- Under the direction of the DoO, Africa, in line with FFI's business plan and strategy, and in consultation with regional and cross-cutting colleagues:
 - Facilitate the development of new project ideas in the EA region
 - Facilitate the preparation of funding concepts and proposals that:
 - prioritise activities defined in project Theory of Change (ToC), including impact monitoring activities, analysis and dissemination of learnings
 - support and strengthen FFI's position with credibility and clarity on FFI thematic approaches to conservation (such as IWT, food security, marine plastics etc.)
 - ensure staff, other resources, and overhead charging and cost recovery are adequately built in

- ensure compliance with FFI operating standards and implementation conditions within country
- ensure that all new project ideas, concepts and proposals facilitate input from relevant FFI Africa staff and cross-cutting team members, external stakeholders as appropriate, and follow FFI's project cycle process and Delegation of Authorities
- Input into EA projects ToC and M&E framework development processes
- As delegated by the DoO, Africa, proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication back to the DoO, Africa
- Keep the DoO, Africa apprised on conservation issues and strategic priorities and opportunities for FFI in EA

Partnership Management

- As delegated by the DoO-Africa and delegating and backstopping to in-country roles wherever possible, develop and manage key relationships and partnerships within EA, including wildlife and environmental authorities and relevant Ministries, other national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, in order to maintain and enhance the local programme of work and to maximise the effective delivery of FFI's work in the EA region
- Lead on the development of and enable in-country teams to negotiate programme/project Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs) with partners, in consultation with the DoO, Africa and in accordance with FFI documentation and FFI's Delegation of Authorities
- Ensure the EA staff and cross-cutting teams are enabled to build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements, including generating partnership development plans and preparing internal due diligence documents

Communications and Representation

- Ensure the DoO, Africa remains up-to-date on the status of operations and project delivery in EA, bringing issues that may affect operations and delivery swiftly to his/her attention
- Ensure FFI's work in the EA region feeds into FFI's wider conservation efforts through communication and collaboration with colleagues in cross-cutting teams as well as with other regional programmes, enabling conservation practice and learning to be used organisationally in thought leadership and to influence others
- As directed, represent FFI and the EA programme, developing its profile and promoting its work to third parties, including national government agencies, diplomatic and development agencies, communities, NGOs, corporate for-profit entities, academic institutions, funders and donors, media and all other relevant bodies
- Enable the development of communications and fundraising materials (e.g. web pages, profiles, articles) with FFI Cambridge staff to support the development of FFI's EA programmes
- Handle incoming requests for support and information on FFI projects in the EA region
- As directed, represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings
- As directed, engage in relevant policy dialogues with a view to influencing positively policies that impact on biodiversity in the EA region
- Ensure membership of relevant fora and associations to support and further the work of the EA programme

- Attend meetings and represent the DoO, Africa as required, including representation of the Africa Programme at meetings and negotiations with local partners and stake-holders, government departments, NGOs and companies

General

- Work as an active member of the Africa team and attend Africa team meetings
- Provide input, where appropriate, on other technical work undertaken by the Africa programme
- Perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its Programmes

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • High standard of written and spoken English • Outstanding communicator and collaborator with ability to ensure effective communication flows within and between different teams and individuals, including ability to communicate with a wide range of stakeholders, and diplomacy to present, negotiate and persuade at all levels of government and civil society • Excellent ability to forward plan and act quickly in the moment to mitigate further issues down the line • Excellent proposal and logframe writing skills, with proven fundraising record • Effective leader with proven ability to manage national and international staff and partners, with performance management skills and the ability to develop and sustain positive working relationships • Proven ability to assess capacity, mentor and develop skills of project staff and partners • Ability to solve problems and effectively prioritise, organise and manage a wide range of tasks, duties and resources concurrently, working to multiple deadlines • Advanced skills in Microsoft Office including Outlook and Excel and financial systems 	
Qualifications	<ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline or equivalent work experience in a relevant field 	

	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> • Experience in overseeing with accountability for a concurrent number of conservation projects, including financial and risk management, preferably in Africa • Experience managing a project cycle process from the design stage through fundraising to implementation, M&E and reporting • Experience in project management including large grant budget management and donor reporting, preferable statutory funds from a multilateral/bilateral donor • Experience managing teams in person and remotely to deliver complex projects • Experience of working in Africa, preferably the Eastern region • Track record of engaging and working effectively with a range of stakeholders including Ministries and Wildlife Authorities, other government institutions, donor agencies, the private sector, NGOs, and local communities, preferably in Africa • Experience of operating in conflict and post-conflict countries • Experience in Protected Area management • Experience of managing partnership projects, including those involving local community interests or collaborative PA management • Experience working in remote locations with limited resources and amenities • Experience in institutional development and capacity building 	<ul style="list-style-type: none"> • Experience of working alongside, or a good understanding of working with business, in particular extractive industries, preferably in Africa • Experience of sustainable finance mechanisms appropriate to conservation practice
Behavioural qualities	<ul style="list-style-type: none"> • Willingness to back-stop in-country teams, supporting them to lead and develop • Self-motivated, independent and resourceful • A structured and methodical approach to work • Ability to deal with matters in a sensitive manner • Good judgement in managing resources and people • Approachable and proactive manner • Solution focused and results-driven 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to work under pressure • High levels of compliance and respect for organisational and donor policies and procedures 	
Other	<ul style="list-style-type: none"> • A commitment to FFI's mission and vision in conservation and a genuine interest in protected area management and the sustainable use of resources • An understanding of key issues impacting conservation in the Eastern Africa region • Entitlement to work in the UK • Ability to undertake international travel 	<ul style="list-style-type: none"> • Current, valid driving license and willingness to drive in 4x4 conditions in various countries in Africa

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 to africajobs@fauna-flora.org

Please mark your application '**Senior Programme Manager, Eastern Africa**'.

The closing date for applications is **Sunday, 21 September 2020**, with interviews likely to take place during the weeks commencing **12 October 2020** or **19 October 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, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity