Programme Manager,
Coastal and Marine Conservation Programme,
FFI Cambodia Programme

“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.

**Coastal & Marine Conservation Programme**

Starting in 2010, FFI’s Cambodia Programme supports coastal communities and the Royal Government of Cambodia through capacity building and technical support. The work is part of the Coastal & Marine Conservation Programme (CMCP) that has the goal to protect marine biodiversity and strengthen the resilience of coastal ecosystems and communities in Cambodia, working with partners to establish and manage Marine Protected Areas (MPAs). Instrumental in the establishment of Cambodia’s first large-scale MPA in the Koh Rong Archipelago in 2016 and growing national momentum, the team and partners are replicating this model across Cambodia’s important and biodiverse coastline.

Over the next five years, we aim to strengthen locally led coastal management and create a network of well-governed and connected MPAs across Cambodia’s coastline, supporting collaborative resource management and sustainable livelihoods, while building partnerships to catalyse the development of a representative and effective MPA network.
The Opportunity

FFI is seeking a Programme Manager to lead a pioneering project to scale-up collaborative marine conservation and sustainable fisheries management across coastal Cambodia. The Programme Manager will oversee a portfolio of seascape-level and species-focused interventions within the Coastal & Marine Conservation Programme as part of FFI's Cambodia Programme. The role will have responsibility for the delivery of a $4.6 million coastal-wide Blue Action Fund funded project to strengthen MPAs, fisheries governance and coastal community livelihoods in Cambodia.

This position presents a unique opportunity to work with, and develop the capacity of, the government, local NGOs and local coastal communities of Cambodia whilst improving the conservation of the country’s marine biodiversity. You will be responsible for overall leadership and project coordination, including liaison with partner organisations to ensure both project efficacy and legacy beyond the current funding. You will have an advanced degree in marine science, or equivalent experience, and a minimum five years' experience working on field-based conservation projects, ideally in Southeast Asia. A dynamic team player, excellent communicator and leader, you will have a strong background in ecological research and project management (preferably in a marine conservation context).

This opportunity will be based in FFI's office in Phnom Penh, Cambodia and will involve close working relationships with the FFI Cambodia Programme team, FFI teams in the UK, and partner organisations.

The successful candidate will play a critical role in advancing the protection of marine biodiversity and strengthening the resilience of coastal ecosystems and communities in Cambodia. The role offers the opportunity to hold a key leadership 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

**Duration of Contract:** Three-year contract (with potential to extend to five years)

**Probation Period:** Six months

**Salary:** circa USD 38,000 per annum

**Location:** Based in Phnom Penh, with frequent travel to coastal sites

**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
Job Description

Job Title: Programme Manager, Coastal & Marine Conservation Programme, FFI Cambodia Programme

Reporting to: Country Director, FFI Cambodia Programme

Line Manages: Coastal & Marine Conservation Programme Team

Key Relationships: The post-holder must have a highly collaborative approach and will work closely with FFI colleagues in Cambodia and the UK. Key internal relationships include:
- Country Director, Cambodia
- Coastal & Marine Conservation Programme Team
- Integrated Conservation and Livelihoods Project Manager, Cambodia
- Marine Team and Marine Plastics Team, UK
- Technical Specialist, Marine, Asia-Pacific, UK
- Technical Specialist, Fisheries & Biodiversity, UK
- Director, Conservation Finance & Enterprise, UK
- Director, Extractives & Development Infrastructure, UK
- Statutory Funding Team, UK
- Flagship Species Programme Manager, Cambodia
- Technical Adviser, Cambodia
- Finance & Administration Team, Cambodia
- Finance Business Partner, UK

Working with: The Programme Manager will routinely liaise with partner organisations and programme donors and funders, representing the values and interests of FFI at all times.

Purpose:
The Programme Manager will be responsible for the delivery of all projects under the CMCP within the FFI Cambodia Programme portfolio, providing overall leadership and team development, in addition to liaison with partner organisations and donors.

Specific Duties:

Operational Management
- Develop and monitor detailed work plans collaboratively with project partners, and ensure delivery of anticipated results, adapting work plans as necessary
- Ensure that all project activities and approaches adopt best practice and comply with the programme’s Environmental and Social Management System and Safeguards
- In collaboration with Technical Specialists in Cambodia and the UK, implement effective monitoring and evaluation of projects against verifiable indicators, ensuring timely adaptation as required to meet project objectives and timelines, and ensuring that project reporting requirements are achieved within timeframes and budgets
- Facilitate collaboration between multiple sectors (government, civil society, corporations) on MPA planning and implementation, to promote effective and equitable marine conservation management
- Support implementation of mechanisms to diversify funding streams contributing to the ongoing management costs of Cambodia’s marine protected area network
• Contribute to the management of project implementation and delivery across the FFI Cambodia marine programme, working closely with the Grant & Operations Manager to ensure compliance with FFI operating standards, policies and procedures, and contracts and grant agreements

• Ensure that work undertaken by project teams and partners is in compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI Cambodia Country Programme

**Financial Management**

• With the support of the Finance and Administration Manager and the Grants & Operations Manager (in Cambodia) and the Finance Business Partner (in UK) ensure that for all projects managed by this position, there is:
  - Accurate financial management
  - Compliance with internal financial policies and procedures
  - Compliance with contracts and grant agreements, including co-financing, financial reporting to donors, and procurement requirements

**Personnel Management and Staff Development**

• Provide strong and motivational line management to CMCP project staff through objective setting, continuous performance management, problem solving, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme

• Lead in the recruitment and integration of new staff, consultants, students and volunteers to support project outputs

• Support wider FFI marine team with management supervision and mentoring for students and volunteers engaged in the project

• Coordinate external technical input from consultants and international experts

**Partnership Development**

• Manage and strengthen relations with FFI’s in-country and international project partners, including establishment and implementation of project agreements

• Promote collaboration, networking and experience sharing within FFI, and also externally with Fisheries Administration, Ministry of Environment and other relevant individuals, agencies and line Ministries, particularly through national fora

• Work closely with Project Manager, MPA to develop and strengthen relationships with communities living at FFI’s project sites

• Ensure meaningful and appropriate consultation with affected stakeholders in the development and implementation of biodiversity conservation work within the CMCP

**Technical Input**

• Provide technical advice and input on biodiversity and conservation issues and priorities, project design, development, implementation and monitoring

• Support on the design and implementation of field research

• Provide technical advice and capacity building 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 creation of high quality technical reports and briefings for donors, FFI colleagues and government partners

**Programme Representation**

• Represent FFI at key fora, including consultations, negotiations, meetings, workshops, conferences and briefings
• Engage in relevant policy dialogues with a view to influencing positively policies that impact on marine and coastal biodiversity
• Represent FFI on the National Technical Working Group for Fisheries in Cambodia, co-chaired by the European Union

Communications
• Bring to the attention of the Country Director any news worthy items arising within the country programme
• Coordinate and manage project media and communication outputs, including website updates, national and international press releases and FFI publications, in coordination with FFI UK Communications Team and in strict accordance with donor requirements
• Ensure that technical and scientific outputs related to the project are of the highest possible standard

Programme Development
• Determine the future direction of the project, liaising with the Technical Specialist, Marine, Asia Pacific, developing opportunities and partnerships to expand the project to maximise marine conservation impact
• In collaboration with the Country Director, Project Managers and fundraising teams in the UK, identify new funding opportunities in line with the FFI Cambodia Country Programme Strategy 2019-2023 and proactively fundraise
• In collaboration with the Heads of cross-cutting teams, Project Managers and Technical Specialists, develop and input to project concepts and proposals, in line with FFI’s project cycle
• Work 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 in proposals
• Work closely with other programme managers and Technical Specialists to strategically develop new cross-cutting projects (e.g. plastics, livelihoods and illegal wildlife trade)
• Ensure that funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within Cambodia
• Proactively strengthen relationships with prospective and existing donors, in collaboration with FFI’s UK fundraising team, ensuring regular communication and hosting donor visits as required

• Other duties as are reasonably required and directed by your line manager
## Person Specification

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<th>Essential</th>
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<td><strong>Skills</strong></td>
<td><strong>Ability to communicate in Khmer (Cambodian national language)</strong>&lt;br&gt;<strong>Ability to communicate in Mandarin</strong>&lt;br&gt;&lt;br&gt;• Excellent organisational and management skills&lt;br&gt;• Proven ability to collaborate effectively with partner organisations, including governments, national and local NGOs, community groups and businesses&lt;br&gt;• Fluent (advanced technical) written and spoken English&lt;br&gt;• Ability to work under pressure and willingness to learn new things and update knowledge and skills&lt;br&gt;• Excellent financial management skills&lt;br&gt;• Flair for effectively managing, delivering and monitoring multiple streams of work&lt;br&gt;• Outstanding interpersonal skills&lt;br&gt;• Excellent written and oral communication skills, including report writing and international donor liaison&lt;br&gt;• Ability to convey FFI’s work externally with confidence and credibility&lt;br&gt;• Ability to communicate in Khmer (Cambodian national language)&lt;br&gt;• Ability to communicate in Mandarin</td>
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<td><strong>Knowledge and experience</strong></td>
<td><strong>Previous work experience in Southeast Asia, ideally Cambodia</strong>&lt;br&gt;<strong>Experience in managing complex statutory grants</strong>&lt;br&gt;<strong>Proficiency in market-based mechanisms to finance protected area management costs</strong>&lt;br&gt;<strong>Advanced SCUBA certificate (PADI advanced open water or similar)</strong>&lt;br&gt;<strong>Experience of working to support coastal livelihoods such as fishing and tourism</strong>&lt;br&gt;&lt;br&gt;• Master’s degree or advanced degree in marine science, environmental conservation, natural resource management, international development, or equivalent experience&lt;br&gt;• Minimum five years working on conservation projects in the field&lt;br&gt;• Demonstrated project management experience preferably in a marine conservation context&lt;br&gt;• Experience in marine resource management&lt;br&gt;• An understanding and experience of working with international organisations in middle and lower income countries&lt;br&gt;• Established experience with capacity building, including training, coaching and mentoring others&lt;br&gt;• Proven ability to write successful funding applications&lt;br&gt;• Experience working in multi-cultural environments and across language barriers&lt;br&gt;• Expertise in conducting biological and socioeconomic surveys</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, with capacity to deal with challenges in a patient, creative, positive and constructive manner  
• Able to build and maintain positive personal and organisational relationships  
• Able to work effectively and diplomatically in a geographically dispersed and international team  
• Culturally sensitive approach |

**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 Jeremy Parker at jeremy.parker@fauna-flora.org. Please mark your application ‘Programme Manager, CMCP, FFI Cambodia’ and indicate where you saw the position advertised.

The closing date for applications is **Sunday, 20 December 2020**. Interviews are expected to be held at the beginning of January 2021. 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.