



Juan Pablo Moreiras/FFI

Operations Manager, South Sudan

“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's Africa Programme currently supports operations in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on both terrestrial and marine species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI uses different approaches to work with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making

South Sudan Programme

FFI has worked in partnership with the Ministry of Wildlife Conservation and Tourism (MWCT) and communities in Western Equatoria since 2010 to lay the foundation for the improved management of three protected areas – Southern National Park (SNP) and Bire Kpatuos and Bangangai Game Reserves – as anchors for broader environmental management, development, and stabilisation goals. FFI has utilised decades of experience in conflict-afflicted countries to manage through South Sudan's often fraught political and security situation, which has enabled us to maintain an almost continuous presence on the ground with strong support from government and communities. FFI's long-term vision is to ensure that there is a network of functioning protected areas that safeguard crucial habitat and biodiversity for the benefit of the people of South Sudan and the region.

The Opportunity

FFI is seeking an experienced Operations Manager to provide effective management of the financial, administrative and operational functions of the FFI South Sudan Programme.

The successful candidate will have a strong proven track record in operational and financial management within Africa, and will need to be able to operate in a conflict / post-conflict situation. They will be skilled in providing operational oversight and financial management as well as demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in East Africa and a commitment to organisational and legal compliance.

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.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two year, fixed-term contract
Probation Period:	Six months
Salary:	USD 38,000
Location:	This position is based at FFI's office in Yambio, with regular domestic travel to Juba. International travel to FFI's office in Kampala, Uganda and FFI's head office in Cambridge, UK may be required.
Benefits:	For international appointments, FFI expatriate benefits will apply: <ul style="list-style-type: none">• 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)• Provision of accommodation• Rest and Recuperation (R&R) support package
Hours of Work:	This is a full-time position, working Monday to Friday from 8.00am to 5.00pm with a one-hour lunch break. These hours may vary depending on the requirements of the job in the field.

Job Description

Job Title:	Operations Manager, South Sudan
Reporting to:	Landscape Manager, Western Equatoria, South Sudan
Line Manager of:	Administration and Finance Officer; Logistics Officer (to be recruited) Administrator / Housekeeper (Juba); Housekeeper (Yambio) x 2; Driver / Compound Maintenance (Juba) (6 staff in total). Additional oversight of security staff seconded from the Wildlife Service.

Key Internal

Relationships: South Sudan Programme Team
Senior Programme Manager, Eastern Africa (UK)
Africa Programme Team (UK and Uganda)
Finance Business Partner, Africa (UK)
Governance and Risk Manager (UK)
Senior HR Advisor (International) (UK)

Working with: The role will also work in collaboration with the FFI Uganda team based in Kampala, in relation to operational and financial project support.

Key external

Relationships: The Operations Manager 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:

Working closely with the Landscape Manager, Western Equatoria (LM-WE) and Senior Programme Manager, Eastern Africa (SPM-EA), to provide effective management of the financial, administrative and operational functions of the FFI South Sudan Programme, in full compliance with FFI, donor and legal guidelines and requirements. The role will be responsible for overseeing day-to-day operations and financial management (ultimate accountability sitting with the Landscape Manager, Western Equatoria) including line management of relevant roles and, where needed, the strengthening of internal systems and procedures to maintain an effective and dynamic team that delivers impactful conservation action.

Specific Duties:

Under the line-management of the LM-WE and working with project teams, the Operations Manager, South Sudan will have the following responsibilities:

Operational Management

- Oversee operations and logistical management of the FFI South Sudan portfolio, ensuring a high standard of health, safety, welfare, environmental good practice and cultural sensitivity and compliance with FFI global policies and procedures, donor requirements, and any national policies and procedures.
- Oversee implementation of health, safety and security policies and procedures, and, in collaboration with the LM-WE and SPM-EA conduct periodic reviews and revisions, ensuring compliance with South Sudan Laws and FFI global procedures.
- Remain informed of, closely monitor and plan mitigation actions for arising security and health & safety issues (including disease outbreak or political unrest) that may impact FFI projects in South Sudan and communicate issues of concern swiftly to the LM-WE and SPM-EA, advising of potential impact on staff, operations, projects, finances and funders.
- Oversee office / compound management and development, including housekeeping, maintenance and security.
- Working with programme technical staff and the Logistics Officer, support logistical and operational planning that enables projects to meet aims, objectives and timelines.
- As required, build the capacity of the Logistics Officer to enable them to lead logistics planning for fieldwork (including, but not limited to, procurement of food rations, patrol and field equipment, fuel, office supplies, and coordination of payments for field activities).

- Oversee implementation of Information and Communication Technology (ICT) and data management systems policies and procedures, and, in collaboration with the LM-WE and SPM-EA, conduct periodic reviews and revisions, ensuring compliance with South Sudan Laws and FFI global procedures.

Financial Management and Reporting

- Oversee implementation of financial policies and procedures, and, in collaboration with the LM-WE and Finance Business Partner, Africa (FBP-A), conduct periodic reviews and revisions, ensuring compliance with South Sudan Laws and FFI global procedures.
- Oversight of the maintenance of financial records, ensuring that in-country and wider institutional, statutory and donor auditing requirements are met.
- Escalate any financial compliance issues to the LM-WE and SPM-EA.
- Be responsible for: processing of monthly payroll payments; oversight of month-end procedures; cash management including the coordination and authorisation of cash deliveries, exchanges, advances, and safe storage; management and authorisation of bank accounts and transactions (in conjunction with LM-WE); appropriate recording, maintenance and tracking depreciation of FFI assets.
- As required, build the capacity of finance staff to enable them to maintain basic existing financial systems (including, but not limited to, general expenses processing, travel expense claims processing, income and expenditure records).
- Support finance and technical staff to ensure FFI internal reporting requirements and all grant reporting requirements are met in an accurate and timely manner.
- Support the LM-WE, working with the SPM-EA, FBP-A and wider programme team, to coordinate the annual budgeting and periodic reforecasting processes for the South Sudan programme.
- As required, lead partner capacity assessment and building with regard to financial management and systems.

Programme Legal Compliance

- Ensure the administration of FFI's local bank accounts are well managed and in accordance with FFI's Delegation of Authorities, policies and procedures.
- Ensure administration and maintenance of insurances, registrations, permits, letters of authority etc. necessary for the continued presence of FFI South Sudan and the implementation of FFI operations in South Sudan.
- Work with the FBP-A to ensure submission of statutory in-country returns, accounts etc. in a timely manner.
- Ensure implementation of national staff contracts that comply with local labour laws, FFI's Delegation of Authorities and, to the extent possible, institutional HR practice.
- Ensure tax, social security and other mandatory systems (visas, work permits, etc.) are in place for all staff and in compliance with local labour and tax laws.

HR / Staff Management

- Provide strong and motivational management to line reports to support efficient, effective delivery of FFI's conservation programme in South Sudan through objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
- Oversee implementation of HR policies and procedures, and, in collaboration with the LM-WE and SPM-EA conduct periodic reviews and revisions, ensuring compliance with South Sudan Laws and FFI global procedures.
- In collaboration with the LM-WE and SPM-EA and in accordance with FFI's Delegation of Authorities, coordinate the recruitment of local and international staff and consultants as necessary.

Partner relationship / representation

- As delegated by the LM-WE, establish and actively maintain a positive and productive working relationship with key project stakeholders in government, communities, NGOs and the private sector.
- As delegated by the LM-WE, represent FFI and its work in South Sudan, 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

- Support 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.
- Work as an active member of the South Sudan and wider Africa team and attend South Sudan and Africa team meetings and work planning sessions as required.
- Provide operational and financial management input, where appropriate and requested, on other work undertaken by the wider FFI Africa programme.
- With agreement of the LM-WE, perform any other tasks that may be requested from time to time, which are appropriate to the Operations 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• Excellent operational management skills, that are mindful of practicability, and proven experience in process management; logistics planning; risk management; health, safety and security management; and legal compliance.• Excellent financial management, with proven experience in process management, budgeting, reforecasting and procurement• Excellent Information and Communication Technology (ICT) and data management skills, with proven ability use standard software packages and provide basic ICT support.• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence• Strong problem-solving skills• Strong verbal communication, networking and interpersonal skills, with ability and confidence to interact, negotiate and persuade at all levels• Strong prioritisation and time management skills• Ability to lead and manage both decisions and people, in line with other decision makers, in high stress environments	<ul style="list-style-type: none">• Proven ability to assess capacity, mentor and develop skills of project staff• Proven operational management skills in remote, developing countries.

Qualifications	<ul style="list-style-type: none"> • Undergraduate degree in a relevant discipline or equivalent work experience in a relevant field 	<ul style="list-style-type: none"> • Financial qualification
Experience	<ul style="list-style-type: none"> • Professional experience working in operations and logistics management • Proven track record in health, safety and security management • Proven track record in financial management, including across a number of contracts/grants • Proven track record of effective line management • Supporting donor reporting • Working in areas of current unrest, or in post-conflict situations, and/or in dealing with situations arising as a result of wider unrest/conflict. • Long-term experience living and working in remote locations with limited resources and amenities, and content to live in such conditions again for extended periods 	<ul style="list-style-type: none"> • Working in Eastern Africa, preferably in South Sudan • Managing / supporting management of large (100,000 USD plus) multi-year grants from statutory sources • Managing an in-country HR function
Behavioural qualities	<ul style="list-style-type: none"> • Self-motivated, independent and resourceful • Commitment to FFI's mission, vision and values • 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"> • Willingness and ability to travel regularly and at short notice within South Sudan/Uganda. • Willingness and ability to travel internationally when required 	<ul style="list-style-type: none"> • An understanding of key issues impacting conservation in South Sudan and/or the East Africa region • Full driving license and willingness to drive in South Sudan

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

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 **Operations Manager, South Sudan**.

The closing date for applications is **23 May 2021**. Interviews are likely to be held during the week commencing **7 June 2021**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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