



Juan Pablo Moreiras/FFI

## Site Manager – Game Reserves Western Equatoria, 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 conservation professional to fulfil the role of Site Manager – Game Reserves, assuming responsibility for managing implementation and development of FFI's work in Bire Kpatuos and Bangangai Game Reserves.

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. Additionally, the ability to lead and operate in a conflict / post-conflict situation is essential.

The successful candidate will have a strong track record in project management, fundraising and capacity building, as well as a commitment to organisational, donor and legal compliance.

## Terms and Conditions

**Start Date:** As soon as possible

**Duration of Contract:** Two year, fixed-term contract

**Probation Period:** Six months

**Salary:** USD 33,000

**Location:** This position is based at FFI's office in Yambio, with domestic travel to Juba as required. 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:

- 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:** Site Manager – Game Reserves, Western Equatoria, South Sudan

**Location:** Yambio, with regular travel to field sites

**Reporting to:** Landscape Manager, Western Equatoria, South Sudan

**Line Manager of:** Community Engagement (Game Reserves) Officer;  
dotted line to seconded Wildlife Service Liaison Officer.

## **Key Internal**

**Relationships:** South Sudan Programme Team  
Africa Programme Team (UK and Uganda)  
Cross-cutting staff (including Senior Programme Manager, Agricultural Landscapes (UK) and Senior Technical Specialist, Livelihoods & Governance, Africa (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 Site Manager – Game Reserves 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), the Site Manager will support delivery of FFI's vision for Western Equatoria landscape in the Bire Kpatuos (BK) and Bangangai (BGG) Game Reserves (GRs), by leading the coordination, implementation and monitoring and evaluation of all FFI supported field activities. Achieving lasting impacts through excellent programme management including maintenance of stakeholder relationships and in full compliance with FFI and donor financial guidelines and funding agreements.

## **Specific Duties:**

Under the line-management of the LM-WE and working with project teams, the Site Manager – Game Reserves will have the following responsibilities, with a focus on Bire Kpatuos and Bangangai Game Reserves:

## **Implementation and Operations**

- In close collaboration with the LM-WE, ensure effective and quality planning and implementation of activities 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. Field activities include but are not limited to:

- Developing and improving the protected area management of the Game Reserves
- Technical input into the coordination of law enforcement and biomonitoring patrols and research, and, as required, leading these activities in the field
- Overseeing development and maintenance of infrastructure and assets (ranger posts, outposts, roads, bridges, wells, storerooms, motorbikes, radios)
- Procurement and distribution of supplies and equipment
- Ensuring that site-level stakeholders, including Wildlife Service rangers, Community Wildlife Ambassadors (CWAs) and local communities, are kept informed of activities and given opportunities to feed into processes and decision making.
- 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 South Sudan and wider Africa programme, and in collaboration with FFI staff and partners in the landscape.
- In close collaboration with the LM-WE, develop, implement and manage processes for the effective monitoring and evaluation of FFI's work in the Game Reserves, 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.

### **Development**

- Work with the LM-WE, senior Africa team members, relevant FFI staff and partners to contribute to strategic planning and development of FFI's work in the Western Equatoria landscape.
- In close collaboration with the LM-WE, develop and contribute to funding proposals that meet project outcomes and objectives, 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.

### **Financial Management and Reporting**

- Supported by the Operations Manager and Finance Officer, ensure FFI internal reporting requirements and all grant reporting requirements are met in an accurate and timely manner.
- Input into the annual budgeting and periodic reforecasting processes for the South Sudan programme.

### **Grant Management**

- In coordination with financial and administrative Africa programme staff based in South Sudan, Uganda and the UK, undertake specific fund management responsibilities where appropriate, including:

- 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.
- Ensure all landscape-level funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the FFI 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
- 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 the regular back-up and appropriate storage of all data on implemented FFI systems such as a monitoring system, as well as “cloud” based online storage.

### **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.
- 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.

### **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, including through capacity building and mentoring where required.
- 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.
- As delegated by the LM-WE, represent FFI at various partner and stakeholder coordination platforms for successful implementation of landscape activities.

### **Other**

- Provide FFI 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.
- 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 technical 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 skills and experience of the Site Manager – Game Reserves, and relevant to the scope of this role.

## Person Specification

|                       | <b>Essential</b>  | <b>Desirable</b>  |
|-----------------------|---|---|
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• Excellent project management skills with proven experience in project design, development, implementation, risk management and evaluation</li> <li>• Excellent financial management, including budgeting, reforecasting and procurement</li> <li>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</li> <li>• Excellent community consultation / outreach and facilitation skills</li> <li>• Strong problem-solving skills</li> <li>• Fluency in English with strong verbal and written communication, networking, presentation and interpersonal skills, with ability and confidence to present, negotiate and persuade at all levels</li> <li>• Report and proposal writing</li> <li>• Strong prioritisation and time management skills</li> <li>• Competent computer skills, including MS Office, data management and statistical analysis</li> <li>• Ability to lead and manage both decisions and people in high stress environments</li> </ul> | <ul style="list-style-type: none"> <li>• Proven ability to assess capacity, mentor and develop skills of project staff and partners</li> <li>• Ability to lead in the design of biodiversity survey methodologies</li> <li>• Mechanical, engineering or equivalent practical skills when operating in remote, developing countries</li> </ul> |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Undergraduate degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field</li> </ul>   | <ul style="list-style-type: none"> <li>• Master's degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field</li> </ul>  |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Professional experience working in biodiversity conservation</li> <li>• Technical conservation and project management skills related to protected area management planning, law enforcement and management of natural resources</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of use/implementation of SMART or similar ranger-based monitoring tools</li> <li>• Experience leading in awareness raising and/or environmental education</li> </ul>  |

|                              |   |  |
|------------------------------|---|--|
|                              | <ul style="list-style-type: none"> <li>• Management of contracts/grants</li> <li>• Community development, empowerment and/or poverty reduction activities related to protected area management</li> <li>• Building community relations and managing conflict situations</li> <li>• Design/implementation of species conservation activities</li> <li>• Working successfully with government counterparts, preferably in Africa</li> <li>• Project development and fundraising, including managing donor relationships</li> <li>• 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 on a local, regional or national scale</li> <li>• Long-term living and working in remote locations with limited resources and amenities, and content to live in such conditions again for extended periods</li> </ul> | <p>activities</p> <ul style="list-style-type: none"> <li>• Experience of implementing and monitoring community livelihood activities</li> <li>• Experience using FPIC (Free, Prior, Informed Consent) processes</li> <li>• Experience managing field research and biomonitoring, including camera trapping</li> <li>• Experience of working in Eastern Africa, preferably South Sudan</li> <li>• Experience of managing large (100,000 USD plus) multi-year grants from statutory sources</li> </ul> |
| <b>Behavioural qualities</b> | <ul style="list-style-type: none"> <li>• Self-motivated, independent and resourceful</li> <li>• Commitment to FFI's mission, vision and values</li> <li>• Commitment to organisational and legal compliance, and responsible management of donor funds</li> <li>• Team player, with ability to seek out views of others and build positive working relationships</li> <li>• Able to work effectively in a supervisory role, supporting managers and decision makers</li> <li>• Confident in managing work in remote settings</li> <li>• Ability to work under pressure and to deal with challenges in a calm, positive, pro-active and constructive way</li> <li>• Ability to work within a multicultural environment</li> </ul>  |  |
| <b>Other</b>                 | <ul style="list-style-type: none"> <li>• Willingness and ability to travel regularly and at short notice within South Sudan/Uganda.</li> <li>• Full driving license and willingness to drive in South Sudan</li> </ul>  | <ul style="list-style-type: none"> <li>• An understanding of key issues impacting conservation in South Sudan and/or the East Africa region</li> </ul>   |

## 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](mailto:africajobs@fauna-flora.org)

Please mark your application **Site Manager – Game Reserves, 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](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity