



Projects Manager, Georgia Eurasia

“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, and 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.

Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

FFI Eurasia Programme is seeking qualified candidates to work with the Sub-regional Manager Caucasus and as part of the FFI Caucasus team, to ensure the effective, efficient and timely delivery of conservation projects, providing day to day leadership and management, technical guidance and input to project implementation, as well as monitoring and reporting on projects to FFI and donors.

You will be an experienced project manager with skills and experience in project implementation, design and development, financial management, reporting and evaluation, ideally you will have knowledge and experience of the Caucasus region. You will have strong technical skills relating to biodiversity conservation.

You will be a strong team player and enjoy working in a dynamic team environment where strategic approaches and conceptual thinking are being brought to deliver project concepts. A degree or equivalent level qualification in a relevant discipline and strong experience in a related role are expected. In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two-year, fixed-term contract
Probation Period:	Six months
Salary Range:	USD 30,000 – USD 35,000
Location:	Fauna & Flora International's office in Tbilisi, Georgia with international travel as required
Hours of Work:	This is a full-time position, working 40 hours per week, Monday to Friday inclusive. For international appointments, FFI expatriate benefits will apply.

Job Description

Job Title:	Projects Manager, Georgia
Reporting to:	Sub-regional Manager, Caucasus (SRM)
Working with:	Sub-regional Manager, Caucasus Finance Manager, Georgia Conservation Officers, Georgia Interns and volunteers, Georgia Finance Business Partner, Cambridge, UK FFI Eurasia team members, Cambridge, UK FFI Technical Specialists and thematic teams, Cambridge, UK
Other key relationships:	Governmental and non-governmental organizations, community groups and local groups, donors and partners.

Purpose of the Role

Working closely with the Sub-regional Manager (SRM) and as part of the FFI Caucasus team, develop and deliver a programme of work to secure the long-term conservation of the biodiversity of Georgia and the wider Caucasus. Specifically, to ensure the effective, efficient and timely delivery of conservation projects, providing day to day leadership and management, technical guidance and input to project implementation, as well as monitoring and reporting on projects to FFI and donors, and inputting to other activities as required across the FFI Caucasus and other programmes.

Specific Duties:

Project Management and Reporting

- Directly manage conservation projects, taking responsibility for their financial and operational management and monitoring on a day-to-day basis, and ensure FFI internal and donor project reporting procedures are met
- Work with the SRM to agree targets and work plans for projects to be managed, take into account FFI's existing approaches to project implementation, and ensure appropriate monitoring and review processes are in place
- Work with the SRM and Finance Manager, Georgia (FM) to undertake the development of project budgets in line with agreed work plans
- Oversee work of and maintain regular communications and liaison with project staff, consultants and partners involved with projects, whilst ensuring communication is effectively maintained with the SRM
- Ensure alignment of approaches and management across projects leading to a cohesive programme of work addressing both the ecological and social dimensions of the land / seascape and species being targeted
- Take responsibility for the delivery of written and financial reports to FFI, donors and other clients within agreed internal and external deadlines, ensuring that reports produced by project/programme staff and partner organisations are of a high standard and reflect FFI's philosophy and any donor branding requirements
- Represent FFI and the programme / projects, as required, at the national and sub-national level in respect to key partners and counterparts including government, national and international NGOs, and other relevant stakeholders and maintain positive relationships with all stakeholders and partners
- Establish effective communications and manage relations with project partners and other stakeholders.
- Support project partners to meet their commitments to project aims, objectives and timelines, ensuring up-to-date work plans and budgets are in place and activities are implemented to plan, on time and within budget
- Build technical and managerial capacity of project partners, students and volunteers
- Manage, motivate and mentor in-country project staff through objective setting, continuous performance management and annual appraisal, training provision and personal development planning
- Oversee work of and maintain regular communications and liaison with relevant FFI cross-cutting and regional team members, consultants and others involved within projects, whilst ensuring communication is effectively maintained with relevant team leaders
- Work with the SRM and FM to put in place required contracts and agreements with project partners and other project stakeholders, in accordance with FFI policies and procedures
- With the support of the SRM, the FM and the Finance Business Partner (in the UK), ensure the following for projects managed by this position:
 - Accurate financial management
 - Compliance with internal financial policies and procedures including supporting the preparation of monthly accountants and cashbooks
 - Compliance with grant agreements and contracts, including co-financing, reporting and procurement requirements

- Manage project budgets and ensure they are in line with agreed work plans and kept up-to-date and adapted in relation to project activities
- Maintain an effective record of contacts, project activities and financial expenditure
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the SRM, enabling project activities to be assessed and adapted in relation to changing contexts and also budgets
- Conduct regular site visits to ensure appropriate project delivery and 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

- Take responsibility for developing agreed follow-up projects and securing necessary funding for projects under your responsibility and contribute to other project and regional fundraising and development activities as required by the SRM, in particular, through research and proposal writing
- Work with the SRM to undertake the development of new and follow-up projects in line with the aims of the FFI Caucasus Programme
- Assist in promoting project activities both internally and externally, liaising with and providing written material to partners and other stakeholders
- Work with the SRM to identify and explore other new potential avenues of work for FFI in Georgia and the wider Caucasus

Technical Support

- Lead-on and provide support to technical aspects of projects under your management in areas relevant to your skills and experience
- Ensure and contribute to the compilation and analysis of project data, producing technical reports and papers with FFI colleagues, academics and other collaborators as appropriate

Other

- Provide input, where appropriate, on other technical work undertaken by the Eurasia programme or cross-cutting themes undertaken by the FFI Conservation Partnerships team and other Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments
- With agreement of the line manager, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FP / FFI and their shared programme.
- Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organization's activities and structure

Person Specification

	Essential	Desirable
--	------------------	------------------

Skills	<ul style="list-style-type: none"> • Excellent project management skills with experience in project design, planning, financial management, reporting and evaluation • Excellent proven field work skills • Strong financial/budget management skills • Technical skills relating to biological science, ecology and conservation • Excellent technical report writing skills • Strong communication and presentation skills (written and verbal), to both technical and non-technical audiences • Strong organisational, prioritisation and time management skills • Ability to think laterally and creatively • Proven ability to collaborate effectively with partner organisations • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Fluency in written and spoken Georgian • Working proficiency in Russian, Armenian, Azerbaijani or Turkish
Knowledge and experience	<ul style="list-style-type: none"> • A Bachelors' degree or equivalent level qualification in a conservation / natural resource management or relevant social science field • Proven track record and experience in biological science, conservation or a related field project management • Proven track record of working on environmental and/or conservation issues • Track record of successful project proposal writing and securing funding for projects • Practical field experience on conservation and associated science projects 	<ul style="list-style-type: none"> • Post-graduate Degree or equivalent qualification in conservation / natural resource management or related social science field • Knowledge of the biodiversity of the Caucasus • Knowledge and/or expertise in freshwater and/or marine conservation • Experience in working in a developing country context • Experience in developing and delivering capacity building for conservation

Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a positive way • Excellent team player with an open and constructive approach to working within a team • Flexible and adaptable • Ability to show initiative and to work independently and to find solutions to problems • Reliability and efficiency • A self-starter and motivated • Builds positive personal and organisational relationships • Commitment to conservation and community-led development process and empowering local people • High standards of integrity, professionalism, and impartiality 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Ability and willingness to travel, including at short notice to project sites, remote areas and occasional internationally • In possession of a valid driving licence 	

How to Apply

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted via email to eurasia@fauna-flora.org

Please mark your application '**Projects Manager, Georgia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Wednesday 11 August 2021**.

Interviews will be held during the week commencing 16 August 2021. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely.

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