



**FAUNA & FLORA**  
INTERNATIONAL



## Project Assistant, Fundação Príncipe, São Tomé and Príncipe

“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, 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.

## Príncipe

With important forest and marine ecosystems and levels of endemism comparable to the Galapagos Islands, Príncipe is recognised world-wide for its high biodiversity and is designated as a UNESCO Biosphere Reserve. Fundação Príncipe (FP) is one of the few locally established NGOs operating on the island. It was established in 2015 to promote sustainable development and biodiversity conservation, through projects that strongly focus on supporting the local community and building local capacity. This work aligns with the purposes of the Biosphere Reserve and FP works closely with government to support their commitment to safeguard the island's natural and cultural heritage. FP's projects currently focus on sea turtle conservation, establishing and strengthening protected areas (marine and terrestrial), researching the unique fauna and flora of the island, promoting community livelihood, ecotourism and environmental sustainability.

FFI has established a partnership with FP to strengthen the conservation of both marine and terrestrial biodiversity. The FP team has an exciting programme of activities including biodiversity and social surveys, strengthening protected areas, species conservation projects and capacity building support to local conservation agencies, and enhance and diversify local livelihoods. Engaging proactively with people is central to our strategy in Príncipe: local support is critical to this work and local people stand to gain the most from the protection of the island's biodiversity.

## The Opportunity

FFI and FP are working with a consortium of partners to strengthen the conservation of the unique marine biodiversity of São Tomé & Príncipe. Funded by the Blue Action Fund and Arcadia, a charitable trust of Peter Baldwin and Lisbet Rausing, the project's overall goal is to establish a network of marine protected areas across São Tomé & Príncipe using a co-management approach. We are seeking qualified candidates to join the small Fundação Príncipe team to support the delivery of this exciting and ambitious project. Employed directly by FFI and under secondment to FP, you will be based on the island of Príncipe.

You will contribute to island-wide conservation activity with a particular focus on protected area establishment and community co-management. The role will support the delivery of the project through provision of administrative, communications and technical support, including survey design and data management. The post would be ideal for someone with excellent organisational and communications skills and experience in terrestrial or marine ecology and biodiversity conservation linked to sustainable livelihoods initiatives.

A collaborative team player, you will enjoy the challenges of working in a dynamic team located in a remote environment, where creative approaches and thinking are required to deliver project activities. A Bachelor's degree or equivalent level qualification in a relevant discipline and some experience in a related role and in working in remote and challenging environments are expected. In return, the role offers the opportunity to work within two ground breaking and entrepreneurial organisations, at the forefront of marine conservation.

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	24 month fixed-term contract, with potential to extend subject to business need and funding availability
<b>Probation Period:</b>	Six months
<b>Salary range:</b>	EUR 18,000 - EUR 20,000 depending on skills and experience
<b>Location:</b>	Santo Antonio, Príncipe, São Tomé & Príncipe
<b>Benefits:</b>	For international appointments, FFI expatriate benefits apply: <ul style="list-style-type: none"><li>- 30 working days' annual leave entitlement plus national public holidays observed in Príncipe</li><li>- Accommodation provision</li><li>- Medical insurance</li><li>- Relocation flight on commencement of employment (if applicable)</li><li>- Repatriation flight on termination of employment (if applicable)</li><li>- Annual return flight home (if applicable)</li></ul>
	NB: This is an unaccompanied position
<b>Hours of Work:</b>	This is a full-time position requiring flexible working.

## Job Description

<b>Job Title:</b>	Project Assistant, São Tomé & Príncipe
<b>Reporting to:</b>	Project Manager, São Tomé & Príncipe
<b>Working with:</b>	FP Director, FP Project Managers and other FP colleagues, national counterparts and other stakeholders on all aspects of the job, plus FFI teams based in Cambridge, UK (e.g. Senior Programme Manager; Programme Assistant; Programme Officer)

**Purpose:**

The role of the Project Assistant is to enable the delivery of FFI's commitments within the Blue Action Fund/Arcadia project and support its effective and efficient implementation on São Tomé & Príncipe, working in close collaboration with FFI and FP colleagues, project partners and consultants. The Project Assistant will provide administrative, financial and technical support to the project, ensuring strong internal processes and efficient data management, while also expanding the external profile of the work nationally.

**Project Administration:**

- Translate key project documents between English and Portuguese, including donor and technical reports.
- Support the Project Manager to ensure that FFI's and FP's institutional and administrative policies, protocols and processes are adhered to, including the preparation of internal documents and drafting or reviewing donor reports.
- Conduct routine financial tasks including procurement processes and review of monthly partner cashbooks.
- Review documents produced by project partners and support FP staff to continuously improve the quality of such internal documents.
- Manage project evidence required by the donor(s), in close coordination with the FFI Project Manager and FFI Programme Officer (marine).
- Maintain an effective record of contacts, project activities and financial expenditure.
- Assist in the organisation and coordination of logistics including travel to project sites for project planning, management, technical and implementation support.
- Assist in the preparation of sub-grant agreements, MoUs, intern agreements and consultancy contracts as necessary.

**Technical:**

- Maintain project related data to support tracking of conservation impact, including tracking and reporting against donor specific indicators and baselines.
- Assist project partners in the design of marine field surveys and facilitate ongoing data gathering, cleaning and, where appropriate, analysis.
- Where appropriate and requested, assist delivery of specific workplan activities and deliverables, including field surveys to gather biophysical and/or socioeconomic data.
- Promote the compilation and analysis of project data and support the project team to produce a high standard of scientific outputs (e.g. technical reports, papers).
- 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
- Where appropriate provide training to FP staff, including, for example, basic English, IT skills and fieldwork techniques.

**Communications:**

- Maintain and update the project website and produce weekly posts for dissemination via FP social media channels.

- Design basic communications materials required to promote the project locally and to raise awareness among fishing communities of specific events or project activities.
- Maintain relations with other FP and FFI staff working on projects through regular engagement and exchange, including with Cambridge-based staff and teams.
- Represent the project, as required, at the sub-national level in respect to key counterparts, including government, national and international NGOs, and other relevant stakeholders.

### General

- Ensure that excellent communication is maintained with the designated line manager and FP team.
- Perform any other tasks that may be requested from time to time that are appropriate to your skills and experience.

## Job Description

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills</li> <li>• Proven ability to collaborate effectively with partner organisations</li> <li>• Fluency in written and spoken English and Portuguese</li> <li>• Strong financial / budget management skills</li> <li>• Technical skills relating to ecology and conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Marine biodiversity surveys and field identification</li> <li>• Proficiency with GIS software</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A Bachelors' degree or equivalent level qualification in a conservation / natural resource management or relevant social science field</li> <li>• Relevant experience of working on marine conservation and / or environmental or relevant social issues</li> <li>• Experience in robust experimental design, data collection and data management, including creation and management of databases</li> <li>• Experience in developing communications materials</li> <li>• Experience working within a small team in remote environments</li> </ul>	<ul style="list-style-type: none"> <li>• Field experience with the Spatial Monitoring and Reporting Tool (SMART)</li> <li>• Experience in fisheries management and/or Marine Spatial Planning</li> <li>• Experience building capacity for conservation and developing and delivering training</li> <li>• Experience working alongside or within local Civil Society Organisations</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's values (see below)</li> <li>• Ability to deal with challenges in a positive way</li> <li>• Capable and effective communicator</li> <li>• Builds positive personal and organisational relationships</li> <li>• Commitment to conservation and community-led development process and empowering local people</li> <li>• Excellent team player who is happy and able to provide support to others</li> <li>• Ability to work independently and use initiative to solve problems</li> <li>• High standards of integrity, professionalism, and impartiality</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Previous experience living in isolated locations for extended periods</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 should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to Brigitta Bagosi at: [eurasia@fauna-flora.org](mailto:eurasia@fauna-flora.org)

Please mark your application '**Project Assistant, Fundação Príncipe**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **27 July 2021**.

Interviews are likely to be held during the week commencing **9 August 2021**.

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