



Juan Pablo Moreiras/FFI

Director of Operations, Asia Pacific

“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) aims to save threatened species and ecosystems worldwide, and to do so by working with partners to deliver local solutions that are scientifically robust and enhance human well-being. FFI acts with integrity, is collaborative, committed, supportive & respectful and we get things done. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Asia-Pacific Programme

In collaboration with local partners, FFI currently undertakes a broad range of conservation initiatives in Cambodia, Indonesia, Myanmar and Vietnam, with country programme offices in Phnom Penh, Jakarta, Yangon and Hanoi. We currently support around 70 projects in the region, involving a team of staff (c. 300), consultants, volunteers and partner organisations, and have an annual regional budget of approximately USD 8 million.

Drawing on our core biodiversity conservation skills, experience and wider strengths across the organisation, including conservation finance, business engagement, community livelihoods and governance, wildlife trade, capacity building for conservation, conservation design and monitoring, marine conservation, and sustainable agriculture and enterprise, we are global leaders in our efforts to safeguard vulnerable ecosystems and species. Please see www.fauna-flora.org for an overview of current projects.

The Opportunity

We are seeking a Director of Operations to take responsibility for the management of FFI's Asia Pacific programme and teams, including overseeing management of operational risks and enabling Country and Cross-cutting Programme Directors/Leads and partners to design and deliver programmes and projects that deliver our strategy.

You will work seamlessly with FFI's Senior Conservation Directors and other Programme Directors/Leads to jointly shape and deliver FFI's global conservation programme in the region.

With substantive experience in biodiversity conservation or a related discipline, you will have a proven record of ownership of, and accountability for, conservation programme strategy, management and operational delivery, together with experience working in Asia Pacific and a thorough understanding of the conservation landscape within this region.

You will bring strong operational programme delivery and management skills to the position, together with a keen understanding of the statutory and regulatory frameworks within which we operate. Your excellent communication, networking and negotiating skills will enable you to represent FFI and the Asia Pacific Programme within the region. Your leadership style and people management skills will ensure you empower Country Directors/Leads to achieve excellence, deliver programmes on time, to a high quality and within budget. You will be comfortable working in an international NGO and managing in a matrix-like structure.

Fluency in spoken and written English is essential. Fluency in languages spoken within our Asia Pacific programme portfolio would be an advantage.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Three-year, fixed-term contract
Probation Period:	Six months
Salary range:	USD 65,000 – USD 80,000 per annum
Location:	One of FFI's Asia Pacific Country Programme Offices: Phnom Penh (Cambodia), Hanoi (Vietnam), or Jakarta (Indonesia)
Benefits:	For international appointments, FFI expatriate benefits apply
Hours of Work:	This is a full-time position working 40 hours per week in accordance with the hours of the host country

Job Description

Job Title:	Director of Operations, Asia Pacific
Reporting to:	Senior Conservation Director, Regional Programmes
Line manages:	Country Director, Cambodia Country Director, Indonesia Acting Country Director, Myanmar Marine and Freshwater Programme Manager, Myanmar Country Director, Vietnam Senior Technical Adviser (Conservation Impact & Risk) Regional Programme Development Director, Asia-Pacific
Key internal relationships:	Regional and Cross-cutting Programme Directors/Leads Senior Conservation Directors and other Senior Management Team members Regional and Cross-cutting Technical Specialists Finance Business Partner, Asia Pacific Senior HR Advisers Statutory Funding Team Development and Communications Teams

Purpose:

- Be responsible for the overall management of the Asia Pacific programme and teams, including overseeing management of operational risks and enabling Country and Cross-cutting Programme Directors/Leads and partners to design and deliver programmes and projects that deliver our strategy, in line with our values
- As a member of FFI's Management Team/Forum, actively promote and facilitate our 'One FFI' culture, working in close collaboration with other Programme Leads (currently regional, cross-cutting, operations and fundraising and communications) to ensure the design and delivery of integrated conservation projects that draw on the strengths of FFI, maximising impact of FFI's Mission

Responsibilities:**Operational Management**

- Oversee the delivery of the Asia Pacific programme, ensuring compliance with FFI operating standards, policies and procedures, and contracts and grant agreements
- Line manage assigned Country Leads and other nominated staff through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to enable the effective and timely delivery of the country and regional programme and provide mentoring across the regional programme
- Ensure close collaboration between the Asia Pacific regional team and FFI's cross-cutting, operations and communications teams to:
 - ensure co-design and co-delivery of FFI Asia Pacific -based projects in line with FFI strategy, priorities and procedures
 - implement effective matrix-management mechanisms
 - shape partnerships and strategic collaborations needed for delivery
 - enable the development of in-country capacity as a basis for long-term sustainability
 - encourage appropriate regional team input to wider organisational positioning and engagement, including thematic initiatives
 - ensure Asia Pacific country teams are enabled to contribute to FFI influencing and profile-raising ambitions, including dialogue with government agencies and engagement of local NGO and community partners
- Ensure effective selection and management of partnerships and collaborations in Asia Pacific, including ensuring that due diligence is conducted, and appropriate agreements are in place and adhered to, in line with any donor requirements and FFI policies and procedures
- Be responsible for the collective Asia Pacific regional programme budget, financial management and performance, utilising available resources efficiently and effectively
- Ensure appropriate staff structures and resources are in place to deliver the Asia Pacific programme, working in close consultation with HR, and input to the recruitment and selection of regional, cross-cutting and other staff as appropriate
- Ensure adequate and appropriate financial and administrative systems are in place throughout the Asia Pacific Programme to provide oversight for regional financial issues and monitoring compliance and co-financing commitments
- Support Country Leads and other Programme Leads to ensure projects are implemented in adherence to FFI's project cycle, operating standards, policies and procedures, to a high quality and to budget and donor requirements
- Ensure effective mechanisms are in place to identify, track and mitigate operational, financial, health and safety and safeguarding risks and liabilities, and ensure these are reported and addressed in a timely manner in line with FFI policies and procedures

- Maintain up to date understanding of safeguarding and human rights risks, issues and good practice within Asia Pacific
- Take responsibility for ensuring identification, minimisation and management of safeguarding and human rights issues and risks within FFI's Asia Pacific programme and the implementation of country-specific safeguarding priorities
- Ensure regional programme in-country compliance, including ensuring that FFI is appropriately registered in-country, that FFI entities are effectively governed and managed, and that government and other third-party approvals necessary for FFI operations in-country are in place
- Take responsibility for reporting on Asia Pacific programmes to the Senior Conservation Director, Regional Programmes, wider SMT and FFI's governing body as required and within agreed formats and to agreed timescales

Leadership

- Ensure delivery and approaches within the Asia Pacific programme accord with FFI strategy, taking into consideration feasibility, conservation impact and long-term sustainability
- Ensure the capacity, capability and culture is in place to deliver the programme, modelling FFI values and our 'One FFI' culture
- Contribute knowledge and experience into learning and project design processes and expand FFI's learning through representing FFI in relevant thematic and geographic fora
- As a member of Management Team/Forum actively contribute to FFI's strategic development and review processes, feeding in regional perspectives and facilitating engagement from the wider Asia Pacific teams, and nurture/promote an active understanding of FFI's strategic priorities, strategic approaches and wider values within the Asia Pacific region
- Maintain an up-to-date understanding of wider socio-political and environmental contexts across the Asia Pacific region and specifically within FFI's countries of operation, to be able to identify upcoming threats and opportunities and help steer and adapt projects and country programmes appropriately

Representation

- Guide and support in-region staff, and where necessary take a direct lead, to represent FFI within the Asia Pacific region and elsewhere to key counterparts, including government, national and international organisations, donors, the media, the private sector, and represent FFI on groups or bodies, helping to develop and maintain positive relationships in the region and to raise FFI's profile and visibility
- Guide and support Country leads and in-region staff, and where necessary take a direct lead, to represent FFI in priority policy dialogues with a view to exerting positive influence on targeted policies that impact on biodiversity conservation within the region and more widely in line with FFI's strategic priorities

Development

- Enable close collaboration between regional team and all fundraising teams to build FFI's reputation with donors and secure resources needed for FFI activities in the region
- With guidance from fundraising teams, develop and nurture priority relationships with specified donors
- Lead development, or where appropriate enable in-country teams to lead development, of in-country funding relationships and opportunities; ensuring that wider FFI roles are brought in as applicable
- Provide oversight and input to funding requests, assuming management for these where appropriate and inputting to proposals as required
- Develop good understanding of internal and external funding processes, and enable Asia Pacific staff to engage effectively with these to maximise funding outcomes

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence • Excellent programme management skills with proven experience in programme design, development, implementation and management • Proven ability to analyse, interpret and manage risk in conservation programme delivery • Strong verbal communication and networking skills • Strong written communication skills, including report and proposal writing • Excellent financial management skills, including budgeting and reforecasting • Excellent prioritisation and time management skills, with ability to work to multiple deadlines • Fluency in English (spoken and written) 	<ul style="list-style-type: none"> • Fluency in other languages spoken within the Asia Pacific region portfolio
Knowledge and experience	<ul style="list-style-type: none"> • Substantive experience managing diverse teams across cultures to deliver complex projects • Substantive experience in biodiversity conservation or relevant discipline • Field experience in Asia Pacific • Thorough understanding of the conservation landscape within Asia Pacific • Senior level experience in conservation programme development and management • Proven programme development and fundraising record, with experience nurturing and managing donor relationships • Understanding of the statutory and regulatory frameworks within which an international NGO operates in Asia Pacific • Experience working with government agencies, partner NGOs and for-profit entities • Experience managing high-level statutory-funded programmes 	<ul style="list-style-type: none"> • Master's degree or equivalent qualification in relevant discipline

Behavioural qualities	<ul style="list-style-type: none"> • Commitment to FFI's mission and vision • Commitment to and alignment with FFI's values • Team player, demonstrating ability to seek out and harness the views and contributions of others • Clear focus on impact and outcomes • Commitment to organisational and legal compliance, championing and upholding FFI organisational initiatives, policies and procedures • Commitment to responsible management of donor funds • Ability to work in politically sensitive or unsettled contexts • Builds positive personal and organisational relationships, working and communicating effectively across teams and disciplines, showing commitment to inclusivity • Applies sound judgement under pressure • Adopts proactive and pre-emptive approach to work • Demonstrates readiness to adapt to continuously changing priorities • Strong cultural awareness and sensitivity 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel at short notice 	

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 short covering letter outlining how you meet the requirements of the role and your motivations for applying, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted via email to nazish.arshad@fauna-flora.org

Please mark your application '**Director of Operations, Asia Pacific**'.

The closing date for applications is **Thursday, 14 October 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 Administrator, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity