



FAUNA & FLORA
INTERNATIONAL

**Project Manager,
Wonegizi REDD+ Project,
Liberia**

Application Pack

“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**

Innovative conservation since 1903

FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

CONSERVATION FINANCE & ENTERPRISE

There is growing consensus that donor-based finance is insufficient to tackle many of the problems faced by society. The continued decline in biodiversity and the resulting loss of ecosystem services is no exception. With the pressure on threatened species and habitats rapidly increasing there is a need for significant additional financing for conservation work. This requires innovative operating models in order to respond adequately to the global conservation challenge with the speed and scale required to halt significant further loss.

Funder preferences are evolving and increasingly focused on these innovative operating models. There is a demonstrable shift in interest towards performance/outcome-based funding and in supporting enterprise models for achieving impact, through 'Venture Philanthropy'. There is also an increasing pool of 'impact investors', seeking investments that deliver social and environmental impacts, in addition to varying levels of financial return.

With this backdrop, the Conservation Finance & Enterprise programme addresses the related challenges of establishing long-term, sustainable funding models for conservation initiatives; strengthening local and global incentives for conservation; and the urgent need for greater recognition of biodiversity and ecosystem services values within the global economy. The team has a vision where access to sustainable economic opportunities drives positive conservation outcomes by enabling and motivating local and global actors to enhance protection of threatened habitats and species.

LIBERIA PROGRAMME

Working closely with local partners, FFI's Africa Programme currently operates in 14 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

Liberia is home to large remaining intact sections of Upper Guinean Forest rich in endemic and endangered species not found elsewhere. These forests are at risk from extreme and immediate threats, such as slash-and-burn agricultural expansion, mining and poaching. Liberia is the Africa region's biggest sub-programme of work, and has been central to FFI's West Africa programme since 1997, supporting re-establishment of capacity for natural resource management throughout Liberia's recovery from years of civil conflict. Recently, communities that were returning to their ancestral lands have been faced with further challenges to their livelihoods presented by the

biggest outbreak of Ebola HV to date. Recognising how vital the country's forests are for its people to thrive, FFI continues to support sustainable livelihoods that work in harmony with biodiversity conservation using multiple science-based, best practice approaches, and at landscape level.

The Liberia Government made a declaration in 2006 to put aside 30% of its forest for a protected area network (PAN) in 2006. To date, less than 4% of the PAN has been officially gazetted to formal protected status. The Wonegizi project site sits on the Liberia-Guinea border and is a key example of a critical transboundary forest found within a proposed protected area that is unable to offer the practical protection required whilst addressing the needs of local communities. With previous funding from the Norwegian Development Agency (Norad), FFI has been working at the site since 2010, with the aim to create Liberia's first REDD+ pilot, integrated with protected area management.

THE OPPORTUNITY

FFI is seeking a qualified candidate to manage a substantial project funded by Norad. The project is one of the most ambitious agricultural extension and transformation programmes undertaken by FFI to date, and will pioneer innovation in the long-term financing of conservation efforts in Liberia. At its core is a focus on uniting the conservation and development agendas within and around an area of significant importance for biodiversity – a substantial area of the remaining Upper Guinean Forest ecosystem in Liberia.

The vision and impact of the project will extend beyond the immediate project area, and will inform the development of national policy processes that support replication of community and biodiversity-centred approaches to forest conservation throughout the country. The project illustrates a truly cross-cutting and collaborative approach to delivery, both within FFI and with partners and stakeholders in Liberia. Within FFI the Conservation Finance & Enterprise and Liberia Programmes will provide strategic and operational leadership. With such a complex project, core to its success will be the collaborative nature by which it will be managed and delivered. In particular, working across the Conservation Finance & Enterprise and Liberia programmes, the Project Manager will need to ensure the project is delivering on a range of priorities within the organisation, with a strong focus on building internal and external relationships through trust and cooperation.

You will have strong technical skills in relevant aspects of conservation and sustainable land-use management, and have a strong proven track record in managing large-scale sustainable development or conservation projects, with requisite operational, 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.

This position is based in FFI's office in Monrovia, Liberia with regular domestic travel to Lofa County as needed, and international travel as required (including regular travel to FFI's head office in Cambridge, UK). 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:	1 August 2016 (or sooner if possible)
Duration of contract:	Three-year fixed term contract, with potential to extend subject to business need and funding availability
Probation Period:	Six months
Salary range:	USD 40,000 - USD 45,000, depending on skills and experience
Location:	The post is based in Monrovia, Liberia with regular field travel, and international travel as required
Benefits:	<p>For international appointments, FFI expatriate benefits apply:</p> <ul style="list-style-type: none">• 25 working days' annual leave entitlement plus national public holidays observed in Liberia• Provision for accommodation• Medical insurance• One annual return flight to home country• Relocation flight on commencement of employment (if applicable)• Repatriation flight on termination of employment (if applicable) <p>NB: This is an unaccompanied position</p>
Hours of Work:	This is a full-time position, working Monday to Friday from 8.30am to 5.30pm, with a one-hour lunch break.

JOB DESCRIPTION

Job Title:	Project Manager, Wonegizi REDD+ Project
Reporting to:	Head, Conservation Finance & Enterprise (UK based), with operational oversight from the Country & Operations Manager, Liberia
Key Relationships:	<p>The post-holder must have a highly collaborative approach and will work closely with FFI colleagues in Liberia and the UK, national partners and other stakeholders on all aspects of the role. Key internal relationships include:</p> <ul style="list-style-type: none">Country & Operations Manager, LiberiaProgramme Manager, LiberiaREDD+ Projects Adviser, Conservation Finance & EnterpriseDirector, Conservation Finance & EnterpriseFinance Business Partner, Conservation PartnershipsFinance Business Partner, Africa, Americas and EurasiaProgramme Officer, AfricaProgramme Officer, Conservation Finance & EnterpriseDirector of Operations, Africa

Finance & Programme Support Manager, Liberia
Liberia Finance Officer

Responsible for: Relevant Liberia-based project staff including Agriculture Specialist, Field Manager & Technical Specialist and any additional specific project support roles that may be recruited

General responsibilities:

- Manage the implementation of the Wonegizi REDD+ Project, coordinating and supporting the inputs of multiple technical experts, field and partner staff, and providing direct technical input as appropriate
- Represent the project in the region, and manage a small project team based in Monrovia and Zorzor District
- Work closely with the Project Director (Head, Conservation Finance & Enterprise) and Country & Operations Manager, Liberia to ensure effective strategic direction of the project and excellent management of the Norad grant and relevant co-funding, including compliance with FFI operating standards, policies and procedures, and funding agreements

Project Management

Project Representation:

- Represent the project in Liberia and provide a first point of FFI contact for local partners and stakeholders, and attend national and regional meetings as required
- Establish and actively maintain strong working relationships in Liberia with key project stakeholders in government, communities, NGOs, and private sector
- Deputise for the Project Director as required

Project Team Management:

- Support recruitment of new project staff in accordance with FFI's delegations of authority
- Provide strong and motivational line management to in-country project staff as required through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the project
- Manage project inputs from relevant technical and operational staff, including collaborative workplanning, in line with agreed project team structure
- Encourage a culture of excellent communication and collaboration between project team members and between the project team and wider Liberia programme staff

Project Planning & Implementation:

- Coordinate and lead participatory development of annual workplans and biannual updates
- Support project team members to ensure up-to-date workplans and budgets are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with workplans and within budget
- Work with local partners and consultants to agree partner specific targets and workplans for the project, taking into account FFI's existing approaches, and ensure appropriate monitoring and review processes are fulfilled
- Oversee delivery of thematic workplans, and coordination of their respective schedules
 - a. REDD+ project validation and verification

- b. Agriculture transformation programme
- c. Enterprise development support
- d. National REDD+ policy development
- e. International policy engagement and lesson learning
- Identify additional resources required to ensure timely and cost-effective delivery, including the management of consultants and other sub-contractors
- Manage processes for the effective monitoring and evaluation of the project, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Manage Project Issue and Learning Log and swiftly raise significant issues with the Project Director
- Coordinate the input of Project Board members and/or FFI M&E specialists in activities specified in the project M&E plan
- Closely monitor in-country developments that may impact the project, and ensure timely communication of issues to relevant members of the project team

Technical Support

- Ensure the robust design of project activities, in keeping with the workplan, and involving relevant specialists
- Working in close collaboration with the Field Manager & Technical Specialist, and relevant team members, ensure implementation of specific project activities and deliverables
- Lead funder technical report writing and editing, coordinating the inputs of multiple team members and specialists
- 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
- Provide input to development activities, where it is relevant to securing co-funding for the Wonegizi REDD+ project

Financial Management, Reporting and Administration

- Oversee and manage the Norad grant budget (and any other budgets as appropriate) ensuring:
 - compliance with FFI UK and FFI Liberia financial policies and procedures and record-keeping
 - compliance with funding agreements, including co-financing and procurement requirements
 - timely submission of invoices and internal transfer requests to maintain appropriate cash flow
 - maintenance of financial records to meet in-country and wider institutional auditing requirements
- Maintain an effective database of project contacts and programme activities, the details of which are to be reported to the Project Director and Board in monthly reports
- Contribute to and participate in quarterly Liberia Programme progress presentations, reporting and monthly meetings/calls
- Lead development of sub-grant agreements, including passing on any relevant clauses from the funder grant agreement, working closely with key staff including the Country & Operations Manager, Liberia and Programme Manager, Liberia and relevant project and finance staff

- Support the Project Director with the development of consultancy contracts (in consultation with HR/Finance staff in Liberia and the UK and other relevant parties) and approve in line with FFI's delegations of authority
- Ensure that excellent communication is maintained with the Project Director in the UK, and Country & Operations Manager, Liberia
- Prepare project financial reports, with support from Finance Business Partners and the Project Director and ensure timely and accurate technical, operational and financial funder and institutional reporting
- Work closely with the Project Director to ensure all internal and funder-driven monitoring and evaluation requirements for the Liberia Norad grant are met

General

- Work as an active member of the Conservation Finance & Enterprise and Liberia programme teams, and attend programme team meetings
- Ensure integration of the project into the Liberia programme of work, harmonise technical methods across Liberia programme project sites, maintain and align programme partner relations, collaborate with wider Liberia programme staff as required and input to Liberia programme meetings, events and workplanning sessions
- Provide input, where appropriate, to other technical and development work undertaken by the programme teams
- With agreement of the Project Director, perform any other tasks that may be requested from time to time, which are appropriate to the Project Manager's skills and experience, and relevant to the scope of this role

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills with proven experience in implementation of large-scale conservation/sustainable agriculture projects • Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence • Proven large grant financial and budget management skills • Ability to plan and think strategically and to manage complex multi-stakeholder projects • Ability to assess and prioritise tasks effectively and to deliver projects to deadlines • Strong technical skills relating to conservation/sustainable agriculture in conservation landscapes • Proven ability to collaborate effectively with partner organisations, including governments, NGOs, community groups and businesses 	<ul style="list-style-type: none"> • Current driving licence

	<ul style="list-style-type: none"> • Strong verbal communication and diplomacy skills, with ability to present, negotiate and persuade at all levels with confidence and credibility • Strong written communication skills, including report and proposal writing • Fluency in written and spoken English 	
Knowledge and experience	<ul style="list-style-type: none"> • A Masters' degree or equivalent qualification in a conservation/natural resource management or relevant social/biological science field • Strong, relevant experience of managing conservation/sustainable agriculture projects in the field • A strong technical background and understanding of a range of conservation issues, particularly including tropical forest conservation, REDD+ and sustainable agriculture in conservation landscapes • Proven experience of large-scale project implementation, including financial management and administration • Experience managing teams to deliver complex projects • Experience working with partners, authorities and communities in varied cultural and political contexts in Africa 	<ul style="list-style-type: none"> • Experience of managing protected area projects • Experience of working in West Africa, particularly Liberia • Track record in project development and/or fundraising • Experience in managing statutory funding • Experience working at a strategic level within a small and geographically dispersed team
Behavioural qualities	<ul style="list-style-type: none"> • Highly collaborative, output-driven and transparent team player • Ability to work within a dynamic and often high pressure environment • Ability to build and maintain positive personal and organisational relationships • Ability to deal with challenges in a positive way • Culturally sensitive • Demonstrated commitment to supporting sustainable livelihoods of marginalised peoples • Honesty and integrity with a rigorous approach to work • Commitment to FFI's mission and vision • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Ability to lead the programme independently in a remote setting with logistical constraints <ul style="list-style-type: none"> ▪ Team player, demonstrating ability to seek out and harness the views and contributions of others 	
Other	<ul style="list-style-type: none"> ▪ Ability to travel regularly and at short notice within Liberia, with occasional international travel 	

APPLICATION PROCESS

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 jason.hartley@fauna-flora.org or by post to Jason Hartley, Programme Officer, Conservation Finance & Enterprise at: Fauna & Flora International, 14 Buckingham Street, London, WC2N 6DF, United Kingdom.

Please mark your application '**Project Manager, Wonegizi REDD+ Project, Liberia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Monday 6 June 2016**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted 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 Kathie Alban, HR Manager, FFI, on Tel: +44 (0) 1223 749046 or Email: kathie.alban@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity