Country Manager, Mozambique

“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 with and alongside 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.

Mozambique Programme

FFI has been involved in wildlife conservation and management in Mozambique for many years, and took on management of the Niassa Game Reserve with SGDRN in the late 1990s. Alongside continued support to Niassa through various partnerships, and specifically through work in Chuilexi Conservancy, a vast 7,500Km2 block in the East of the Reserve, FFI’s portfolio within Mozambique also includes direct support to Chimanimani National Park and a nascent marine programme.

Focusing on finding long-term and locally owned solutions to the conservation of biodiversity and nature, the goal of FFI’s Mozambique programme is to be, and to be recognised as, a valued partner in the conservation of Mozambique’s biodiversity, working with and supporting government and other local, national and international partners by:

- Supporting the locally led conservation and management of Mozambique’s biodiversity
- Supporting the national and international recognition of Mozambique’s biodiversity
- Supporting Mozambique to achieve gains for biodiversity and people whilst engaging with business, infrastructure and development

The Opportunity

FFI is seeking a highly experienced conservation professional to fulfil the role of Country Manager, Mozambique, assuming responsibility for the registration and development of the FFI Mozambique programme. You will join FFI at an exciting time, moving the Mozambique work from a partner support role historically managed from the team in the Cambridge, UK office to fully establishing FFI’s presence in Mozambique.

The successful candidate will have experience in providing technical input into the design, development, implementation and evaluation of biodiversity and conservation projects within Mozambique. They will also demonstrate a strong proven track record in operational, project, grant and financial management at a similar level and be skilled in providing strategic advice.

Strong leadership and people management skills are essential to the role to build and lead a professional 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 at senior level with partner organisations and relevant stakeholders, including donors, funders and government.
Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary Range: USD 50,000 – USD 60,000 per annum, dependent on experience

Location: Maputo, Mozambique with travel within Mozambique to FFI project sites, and travel within the region and to the UK as required

Benefits: 25 working days’ annual leave entitlement plus national public holidays observed in Mozambique

Hours of Work: This is a full-time position, working 40 hours per week Monday to Friday inclusive.

Candidates must have pre-existing right to work in Mozambique.

Job Description

Job Title: Country Manager, Mozambique

Reporting to: Senior Programme Manager (Operations), Africa (matrix management with Regional Director, Africa)

Line manages: Mozambique Country Programme Staff

Key relationships: Africa Regional Team (UK)
Finance Business Partner, Eastern & Southern Africa
International Senior HR Adviser (UK)
Cross cutting teams, Operations, Development and Communication teams

Working with: The Country Manager will represent FFI and routinely liaise with identified national and local government agencies, communities and community-based organisations, civil society organisations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of FFI at all times.
Purpose:

The Country Manager will be responsible for delivery of the agreed strategy, and the management and implementation of the Mozambique Programme. With an excellent knowledge of conservation and a forward-thinking approach, the Country Manager will provide excellent technical and operational leadership to both the FFI team and partners. The Country Manager will represent FFI in Mozambique and also have overall responsibility for ensuring full compliance with both local laws and regulatory frameworks, donor requirements and FFI internal policies and procedures.

Main Duties:

Programme Set-up and Ongoing Management
The initial period will involve completing the registration process for FFI in Mozambique, setting-up, and resourcing an FFI Mozambique office according to the local regulations, then ensuring the ongoing operational management of the programme. This will involve but not be limited to:

• Acting as the legal representative of FFI in Mozambique as appropriate
• Liaising with the local lawyers, and government departments about FFI’s registration as required
• Ensuring FFI is fully registered and compliant for NGO status in Mozambique including administering and maintaining insurances, registrations, permits, letters of authority etc.
• Ensuring national contracts comply with local labour laws, FFI’s Delegation of Authorities and, to the extent possible, with institutional HR practice
• Ensuring tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
• Developing and implementing Standard Operating Procedures (SOPs) to mitigate potential risk to FFI operations and staff within the Mozambique programme, standardised with wider FFI SOPs where possible and appropriate

Strategic planning and implementation
• Ensure a full understanding of FFI’s organisational strategy and objectives, and in collaboration with the RD and SPM, lead the design, implementation and management of the Mozambique programme and projects, engaging staff, and other stakeholders in the process
• Assess changes in the external operating environment and conservation sector, while keeping the RD and SPM informed and updated and if required ensuring these changes are reflected in the country approach
• As a member of the wider Africa team participate in Africa team meetings, communicate effectively with the wider team and contribute to regional programme planning and monitoring
• Actively contribute to projects and programmes at a regional level, which require the involvement of the Mozambique Programme

Country Programme development
• Contribute to raising the profile of FFI within country, strategically networking with government agencies, donors and other national and international agencies encouraging a broad understanding of FFI
• In collaboration with the RD, ensure that the Mozambique programme and all projects are well resourced, and have credible future pipeline options, including but not limited to:
  o Developing, inputting to and at times leading project concepts and proposals, in line with approved strategic plans
  o Identifying and developing opportunities to raise funds for projects
• As agreed with the RD and FFI’s SMT, explore the potential for programme expansion (activities and/or geographically) and develop the potential for further programme funding

**Partnership Support and Development**
• Ensure effective collaboration within FFI networks and collaborators including government ministries and wildlife authorities, local and international NGO’s, civil society groups, corporates and small community-based organisations (CBOs)
• As agreed, provide development and capacity support to identified FFI partners, to ensure those partners are risk minimal and receive the long-term capacity required to deliver a joint conservation vision

**Operational leadership and management**
• Oversee or where relevant manage all grants in line with FFI and donor requirements
• Ensure that projects and funds remain within the remit of their initial design, budget and proposal and prepare any amendments when necessary
• Provide sound technical advice on all aspects of programme delivery and management
• Assume overall responsibility for the country programme’s monitoring and evaluation of projects
• Ensure that all FFI policies and procedures are adhered to at all times
• Be accountable for full compliance with donor contracts including all terms and conditions and reporting requirements
• Be responsible for ensuring the identification, minimisation and management of safeguarding issues and risks and the implementation of safeguarding priorities and good practice for the Mozambique programme

**People leadership and management**
• Manage and lead the country team within a clear performance management framework, promoting a culture of high performance, continuous improvement, positive communication and teamwork
• Create an environment of sharing, learning and empowering within the team
• Ensure appropriate and inclusive staffing structures are in place, while playing an active role in key recruitments to ensure these structures are adequately filled
• Ensure full compliance to all local labour laws, and social security and tax requirements of Mozambique
• Interpret and apply all FFI’s HR policies and terms and conditions consistently and effectively, and in line with the DoA and ensure that all staff are aware of and comply with these
• Ensure that the SPM and UK HR are aware of all liabilities arising from labour law that might impact staff and budgets
• Assume overall responsibility for ensuring compliance with safeguarding requirements and good practice for the Mozambique programme

**Financial and budget management**
• Be accountable for the financial management of the entire country programme
• With support from the Finance Business Partner, develop the annual institutional budget for Mozambique and ensure expenditure stays within budget
• Ensure the required financial controls are in place and are implemented
• Ensure operations are cost effective through regular review of resource usage, and that there is a team culture of cost effectiveness
- Ensure all assets are maintained and insured, and records such as an asset management register and vehicle maintenance and use logs are kept

**Safety and Security**
- At all times, be aware of the security situation in Mozambique and its impact on both FFI staff and project activities
- Fulfil the leadership role when safety and security risks are identified, taking appropriate action to ensure staff safety at all times
- Ensure the development, updating and compliance of both Security and Health & Safety policies and procedures
- Ensure a risk register is regularly updated and communicated to the SPM
- Undertake an annual (and as required) review of the country programmes security plan and ensure the mitigation of any identified risk
- Ensure compliance to FFI Travel Policies and Procedures when business travel is necessary

**Communications**
- Effectively manage internal communications and external communications in collaboration with the RD and Communications team in the UK

**Other**
- With the agreement of the SPM and RD, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its Programmes

**Person Specification**

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<th>Desirable</th>
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<td>• Excellent programme leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
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<td>• Excellent project management skills with proven experience in project design, development, implementation, monitoring and evaluation</td>
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<td>• Excellent financial management and numeracy skills, including budgeting and reforecasting</td>
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<td>• Strategic planning skills</td>
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<td>• Technical conservation skills</td>
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<td>• Excellent verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</td>
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<td>• Strong written communication skills, including report and proposal writing</td>
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<td>• Fluency in English and Portuguese (spoken and written)</td>
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| Knowledge and experience | Strong prioritisation and time management skills, with ability to work to multiple deadlines  
Confident and proficient in the use of MS Office | Degree or equivalent qualification in conservation biology or a related discipline  
Experience of setting up and registering a country programme  
Experience of public speaking and communicating to the media  
Relevant experience in conservation approaches to ensuring human rights, working with and through partner organisations and local communities, financing mechanisms including carbon payments, conservation offsets and conservation policy  
Relevant experience in Mozambique  
Substantial experience of managing security and developing and overseeing emergency preparedness plans as it relates to staff and programme activities |
|---|---|
| Behavioural qualities | Commitment to FFI's values and mission  
Commitment to organisational and legal compliance and the responsible management of donor funds  
Commitment to inclusive programme of work at national and global levels  
Output-driven  
Rigorous and diligent approach to work  
Ability to work under pressure  
Ability to lead the programme independently in a remote setting with logistical constraints  
Ability to represent FFI in politically sensitive or unsettled contexts |
- Team player, demonstrating ability to seek out and harness the views and contributions of others
- Ability to build positive personal and organisational relationships
- Ability to work within a multi-cultural environment
- Flexible and respectful of colleagues in approach to work

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<th>Other</th>
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<td>Ability to travel regularly, both within country and internationally, sometimes for weeks at a time</td>
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<td>Pre-existing right to work in Mozambique</td>
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**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 explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to africa@fauna-flora.org

Please mark your application ‘Country Manager, Mozambique’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday 27 March 2022**. Interviews will be held during the weeks commencing 11 and 25 April 2022.
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 Advisor, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity.