



Project Manager, 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 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.

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, integrated with a strong focus on the development of sustainable livelihoods approaches, on the island of Príncipe. The FP team has an exciting programme of activities including biodiversity and social surveys and assessments, strengthening marine and terrestrial protected areas, species conservation projects and capacity building support to local conservation agencies, closely integrated with the promotion of sustainable livelihoods approaches for local communities. 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

We are seeking qualified candidates to join the small Fundação Príncipe team, contributing to the development and management of a programme focused on the conservation of habitats and species and the promotion of sustainable livelihoods.

You will contribute to island-wide conservation activity including terrestrial biodiversity conservation and protected area management effectiveness, while liaising with both regional and national government. You will support the delivery of conservation capacity building to local groups and deliver other aspects of the FP's operations, such as project management, team management and fundraising.

The post would be ideal for someone with experience in biodiversity conservation linked to sustainable livelihoods. You will use your technical skills and practical experience in using science

and current approaches to develop and oversee the effective delivery of conservation projects. You will have good project management and fundraising skills, and demonstrable experience in community engagement, participatory approaches, and sustainable livelihood initiatives.

An excellent team player, you will enjoy working in a dynamic team environment where creative approaches and thinking are being brought to deliver projects. Experience raising funds for conservation will be an advantage. A degree or equivalent level qualification in a relevant discipline and good experience in a related role and working situation are expected. In return, employed directly by FFI and seconded formally to FP, the role offers the opportunity to work within two ground breaking and entrepreneurial organisations, at the forefront of conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	One-year fixed-term contract, with potential to extend subject to business need and funding availability
Probation Period:	Four months
Salary range:	EUR 27,000 depending on skills and experience
Location:	Santo Antonio, Príncipe, São Tomé & Príncipe
Benefits:	For international appointments, FFI expatriate benefits apply: <ul style="list-style-type: none">- 30 working days' annual leave entitlement plus national public holidays observed in Príncipe- Accommodation provision- Medical insurance- 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 requiring flexible working.

Job Description

Job Title:	Project Manager, Fundação Príncipe
Reporting to:	Programme Manager, Eastern Atlantic Islands (FFI) Director, Fundação Príncipe (under secondment to FP)
Working with:	FP Director, FP Project Manager and other FP colleagues, national counterparts and other stakeholders on all aspects of the job, plus FFI Programme Manager(s), Project Manager(s) and FFI cross-cutting teams based in Cambridge, UK.

Purpose of the Role

Through formal secondment to Fundação Príncipe, work as part of the FP conservation team to develop and deliver a programme of work to secure the long-term conservation of the biodiversity of Príncipe. Specifically, to support and ensure the development and effective, efficient and timely delivery of ecological research and biodiversity conservation projects, providing leadership on specific projects and technical guidance and input across the project portfolio.

Specific Duties:

- Manage and administer the financial and operational aspects of conservation projects and provide technical support to the teams, ensuring that internal and donor reporting procedures are met.
- Engage with partners and support local team members to ensure their objectives are in accordance with the objectives of FP's conservation programme and projects.
- Oversee work of and maintain regular communications and liaison with any project staff, consultants and partners involved within these projects, whilst ensuring communication is effectively maintained with team leaders.
- Develop targets and work plans for projects, putting in place appropriate structures for effective project monitoring and evaluation.
- Maintain an effective record of contacts, project activities and financial expenditure, in liaison with both the FP and FFI central teams.
- Undertake the development of project budgets in line with agreed work plans and ensure project activities are assessed and adapted in relation to budgets.
- Ensure alignment with the FP strategy and parallel projects leading to a cohesive programme of work addressing both the ecological and social dimensions of the landscape.
- Take responsibility for developing agreed follow-up projects and securing funding for projects, contributing to FP fundraising and development activities as required.
- Maintain relations with other FP and FFI staff working on projects through regular engagement and exchange.
- Take responsibility for ensuring delivery of written and financial reports to donors and clients within agreed internal and external deadlines.
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and reflect FP's philosophy and any donor branding requirements.
- Represent the programme / projects, as required, at the national and sub-national level in respect to key counterparts including government, national and international NGOs, and other relevant stakeholders.
- Conduct regular site visits and ensure that projects are conducted to a high standard of health and safety and environmental good practice.
- Assist in promoting project activities both internally and externally, liaising with and providing written material to partners and other stakeholders.
- Oversee the compilation and analysis of project data, producing technical reports and papers with academic and other collaborators, working alongside FP staff, partners and consultants where appropriate.
- Coordinate the development and implementation of scientifically robust data collection protocols and establishment of a database for marine and terrestrial projects.

- Provide input, where appropriate, on other technical work undertaken by FP conservation teams. 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 organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills, including project development, implementation, monitoring and evaluation • Excellent technical skills relating to biodiversity conservation • Ability to communicate publicly (written and oral) and with a wide range of audiences • Fluency in written and spoken English • Proficiency in Portuguese • Proven financial / budget management skills • Proven proposal development and report writing skills 	<ul style="list-style-type: none"> • Proficiency with GIS software
Knowledge and experience	<ul style="list-style-type: none"> • A relevant degree or equivalent qualification in conservation or a related subject • A good technical background and understanding of a range of biodiversity conservation issues and/or strategic/resource use processes • Experience building capacity for conservation and developing and delivering training • Good track record in collaborating effectively with partner organisations, including governments, national and local NGOs, community groups and businesses • Good track record in fundraising 	<ul style="list-style-type: none"> • Experience working with Protected Area Managers • Experience in robust experimental design, data collection and data management, including creation and management of databases • Experience in ecology, zoology, agroforestry, or other terrestrial conservation areas

Behavioural qualities	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Ability to deal with challenges in a positive way • Effective communicator • Builds positive personal and organisational relationships • Commitment to conservation and community-led development process and empowering local individuals • Demonstrated willingness to think creatively, to problem-solve, and to try new approaches • Excellent team player who is happy and able to provide support to others, with the ability also to work well under own initiative • High standards of integrity, professionalism, and impartiality 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel • Previous experience living in developing countries and isolated locations for extended periods 	

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 eurasia@fauna-flora.org

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

The closing date for applications is **Wednesday, 30 March 2022**.

Interviews are likely to be held during the week commencing 11 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 Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity