



Kakha Gogichashvili

Sub-Regional Manager, Caucasus Eurasia

“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, and 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.

Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

FFI Eurasia Programme is seeking qualified candidate to lead the management and technical delivery of FFI's Programme in Georgia and the development and growth of this and the wider Caucasus Programme. The candidate will ensure the Caucasus programme aligns with FFI's mission and vision to conserve biodiversity, compliance with policy, procedures and standards, effective monitoring, and that long-term strategies for engagement and fundraising are in place.

You will be an experienced programme manager with proven ability to design, develop, implement and evaluate biodiversity and conservation projects in a developing country. You will also have a strong proven track record in operational, project, grant and financial management 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:	Two-year fixed-term contract
Probation Period:	Six months
Salary Range:	USD 50,000 – USD 55,000
Location:	Tbilisi, Georgia with international travel as required
Hours of Work:	This is a full-time position, working 40 hours per week, Monday to Friday inclusive
	For international appointments, FFI expatriate benefits will apply

Job Description

Job Title:	Sub-Regional Manager, Caucasus (SRM)
Reporting to:	Regional Director (RD), Eurasia
Line manages:	Project Manager (Georgia) Finance and Administration Manager (Georgia) Conservation Officers (Georgia) Scientific Coordinator, Sturgeon (Georgia)
Key Relationships:	Finance Business Partner (UK) FFI Eurasia team members (UK) FFI Technical Specialists and thematic teams (UK)
Key External Relationships:	Governmental and non-governmental organizations, community groups and local groups, donors and partners.

Purpose:

Following the one FFI approach, the Sub-Regional Manager, Caucasus, will work collaboratively and constructively with staff from across the organisation, as well as with partners and others engaged with FFI and its work, to ensure achievement of conservation objectives. They will ensure effective management and technical delivery of FFI's Programme in Georgia and the development and growth of this and the wider Caucasus Programme, ensuring alignment with FFI's mission and vision to conserve

biodiversity, compliance with policy, procedures and standards, effective monitoring, and that long-term strategies for engagement and fundraising are in place. This includes being responsible for the delivery of agreed conservation and related projects in line with FFI and donor compliances; management of the Georgia Office; in-country HR management; and technical oversight and backstopping to the overall Caucasus Programme.

Responsibilities:

Technical Programme Management

- Oversee and where required directly manage the effective design and delivery of conservation projects to be delivered by the programme, building and maintaining key internal relationships with cross-cutting and other teams to ensure effective and appropriate project design
- Lead targeted technical input and backstopping towards the design, development, management and monitoring of agreed FFI projects in the Caucasus, ensuring input from technical and cross-cutting team members to address any gaps and ensure a holistic approach is considered
- Provide technical advice as required to partner organisations
- Provide technical support and oversight as needs on any resultant funded projects
- Support project team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget
- Providing FFI with institutional reports on the Caucasus programme activities including annual reporting
- Ensure submission of all progress and financial reports in a timely manner in line with donor requirements

Operational Leadership and Management

- Ensure the legal compliance of the FFI Office in Georgia, including:
 - Ensuring FFI is fully registered and compliant for NGO status in Georgia including administering and maintaining insurances, registrations, permits, letters of authority etc.
 - Remaining up-to-date with national laws, statutory and regulatory frameworks relevant to operations in Georgia and ensure FFI operations and registrations comply
 - Managing FFI Georgia bank accounts in accordance with FFI's Delegation of Authorities, policies and procedures
 - Submitting statutory in-country returns, accounts etc. in a timely manner
- Ensure effective administration of FFI's operations in Georgia, including:
 - Development and implementation of in-country systems, policies and procedures, that accord, to the extent possible, with FFI institutional systems, policies and procedures and Delegation of Authorities
 - Compliance with national and institutional Health & Safety policies and procedures
- Ensure accurate financial and fund management of agreed FFI Caucasus projects including:
 - Compliance with internal and donor financial policies and procedures
 - Compliance with contracts and grant agreements, including co-financing
 - Timely submission of invoices and internal transfer requests to maintain appropriate cash flow
 - Maintenance of financial records to meet institutional, statutory and donor auditing requirements
 - All assets are maintained and insured, and records such as an asset management register and vehicle maintenance and use logs are kept
 - Contributing to the annual budgeting and reforecasting process for the Caucasus programme
- Ensure compliance with Georgian employment legislation, including:
 - Managing recruitment of international and in-country staff and consultants, ensuring necessary visas, work permits etc. are secured

- 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
- Ensuring the RD and HR UK are aware of all liabilities arising from labour law that might impact on staffing and budgets
- Provide strong and motivational management to FFI staff in Georgia (and across the Caucasus Programme) to ensure efficient and effective delivery of FFI's conservation programme, through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Remain informed of arising issues such as security and health & safety within the region and communicate issues of concern swiftly to the RD, advising of potential impact on staff, operations, projects, finances and funders
- In collaboration with the RD, develop strategies to manage impacts caused by issues such as security and health & safety, including to staff, partners, donors and other appropriate stakeholders
- In collaboration with the RD, lead the development and implementation of Standard Operating Procedures (SOPs) to mitigate potential risk to FFI operations and staff within the Caucasus programme

Programme Development and Fundraising

- In collaboration with the RD, contribute to strategic planning for the Caucasus programme, aiming for a resilient and impactful programme of work in Georgia and sustainable growth towards a multi-country programme of work in the Caucasus, which are in line with FFI's strategy
- Ensure that the programme and projects in Georgia and the wider Caucasus programme are resilient, well financed and resourced, meet business need and have credible future pipeline options, including but not limited to:
 - Developing and inputting to project concepts and proposals, in line with approved strategic plans
 - Identifying and developing opportunities to raise funds for projects with partners
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 - Identifying and developing opportunities to raise funds for projects with partners
 - Engaging with the FBP to ensure proposals reflect staff and overhead cost recovery
- Promote FFI's work to external donors, diplomatic and development agencies, NGOs, corporate for-profit entities and all other relevant bodies
- Ensure that projects and funds in the Caucasus have an up to date Theory of Change that includes a robust Monitoring and Evaluation framework

Partnership Development

- Build and maintain key partnerships and relationships with stakeholders in the Caucasus, and in particular with primary partners in Georgia and Armenia, and relevant fora at the regional and international level
- In line with agreed strategies, proactively develop and manage key relationships and partnerships in the Caucasus, subject to satisfactory due diligence where relevant, in order to maintain and enhance the local programme of work and to maximise its effective delivery
- Ensure the consultation and inclusion of appropriate stakeholders in the design and implementation of agreed FFI project activities in the Caucasus
- Support, with the input of specialist cross-cutting expertise, the building of organisational and technical capacity of in-country partners to implement the elements of their institutional mission that overlap with FFI's strategic plans

- Liaise as necessary with government agencies, NGOs and FFI in-country staff to promote, facilitate and engage in relevant policy and regulatory processes at the most appropriate levels
- Lead on the development and negotiation of agreed Memoranda of Understanding (MOUs) with partners, and in accordance with FFI documentation and FFI's Delegation of Authorities

Programme Representation

- Represent FFI at key fora, meetings and workshops and contribute to strengthening FFI's profile in the Caucasus as required
- Ensure membership of relevant fora and associations to support and further the work of the Caucasus programme

Communications

- Ensure regular and effective communication and coordination with team members in the Caucasus and the UK
- Ensure the development of communications and fundraising materials (e.g. web pages, profiles, articles) with FFI UK staff to support the development of FFI's Caucasus programme
- In collaboration with the UK based Eurasia team and FFI's core learning, knowledge management and communications specialists, facilitate dissemination of lessons learnt in the Caucasus, UK and internationally

General

- Work as an active member of the Eurasia team, attend Eurasia team meetings and participate in Eurasia regional programme planning and monitoring, communicating frequently with the RD and other regional team members to facilitate efficient management and collaboration
- Provide input, where appropriate, on other technical work undertaken by the Eurasia programme
- With the agreement of the RD, perform any other tasks that may be requested from time to time that are appropriate to skills and experience

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Technical conservation skills, preferably spanning both ecological and social/ economic fields • Excellent project management skills with proven experience in project design, development, implementation, risk management and evaluation • People management skills, including team leadership, mentoring and training • Financial management skills, including project budgets of at least \$100K • Strategic thinking skills, including problem solving and responding to opportunities and challenges and the ability to translate strategies into practical plans of action • Communication skills, including reports, proposals and public presentations 	

Knowledge and Experience	<ul style="list-style-type: none"> • An advanced degree or equivalent qualification in biology/ecology/conservation/ natural resource management or relevant social science field • Substantial conservation experience in developing countries • Significant experience of the financial management of significant budgets, including preparing financial projections, general financial management and reporting. • Proven record of ownership of - and accountability for - programme operations and delivery at similar level • Substantial track record of fundraising and nurturing donor relationships • Experience managing grants, including statutory funding sources • Understanding of statutory and regulatory frameworks within which to operate • Diverse experience of collaboration with partner organisations • Significant people management skills and proven ability to create an environment which encourages team-working and motivates a team. • Experience in institutional development and capacity building • Experience working at a leadership level within a dispersed team • Experience of managing security and developing emergency response plans in relation to staff and programme activities • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Experience working for a local and/or international NGO • Experience working in the Eurasia region • Fluency in written and spoken Georgian • Working proficiency in Russian, Armenian, Azerbaijani or Turkish • Experience managing US and UK statutory grants
Behavioural Qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Deals with challenges in a positive way • Commitment to FFI's mission and values • Commitment to organisational and legal compliance • Culturally sensitive • Works well under own initiative • Team player, harnessing contributions of others and willing to help with tasks 	
Other	<ul style="list-style-type: none"> • Ability to travel regularly and at short notice, mainly within the Caucasus region 	<ul style="list-style-type: none"> • Entitlement to work in Georgia

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 Fauna & Flora International (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 covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to eurasia@fauna-flora.org

Please mark your application **Sub-regional Manager, Caucasus**

The closing date for applications is **Monday, 23rd April 2022**. Due to a change in the timing of this recruitment process, we are taking this opportunity for candidates to apply for this position. 'Previous applicants need not apply and their applications will be considered in this round'. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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