Programme Manager,
Terrestrial Conservation,
FFI Cambodia Programme

“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, while 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.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Cambodia Programme

Cambodia supports a rich variety of wildlife and habitats, including Asian elephants, Siamese crocodiles, giant ibises, the largest freshwater lake in Southeast Asia, pristine rainforests and important coastal habitats. FFI has been working to support biodiversity conservation and sustainable development in Cambodia since 1996, and established a programme office in Phnom Penh in 2000.

Achievements of the Cambodian programme include: conducting the first benchmark surveys of tigers, elephants, Siamese crocodiles and other wildlife in northern, eastern and southwest Cambodia; contributing to the creation of two major protected areas in the Cardamom Mountains; establishing three community-based wetland sanctuaries; training protected area managers in two wildlife sanctuaries; assisting development of national legislation; developing toolkits for addressing human-elephant conflict; helping to establish Cambodia’s first marine protected area; establishing Cambodia’s first Masters of Science course and national reference collections; publishing Cambodia’s first scientific journal, a national field guide to amphibians, and national guidelines for sustainable development in protected areas.

Terrestrial Conservation Programme, Cambodia

The FFI Cambodia Terrestrial Conservation Programme currently has a main focus on three enigmatic species, the Critically Endangered Siamese crocodile, the Endangered Asian elephant and the Endangered northern yellow-cheeked gibbon, as well as landscape-level and protected area management approaches in Virachey National Park and the Cardamom Mountains Landscape.

The Cambodian Crocodile Conservation Project (CCCP) is a key part of FFI’s long-term strategy in Cambodia to integrate sustainable development with environmental conservation in
ways that benefit both people and biodiversity. The rediscovery of Siamese Crocodiles during a joint FFI-Government of Cambodia expedition to the Cardamom Mountains in 2000 marked the development of an integrated multidisciplinary programme to save these crocodiles from extinction, as part of a collaboration between FFI, the Government and local communities. Our initiatives to date include field-based research, population monitoring, community-led habitat protection, and a captive breeding and release programme as part of the National Siamese Crocodile Reintroduction and Reinforcement Strategy & Action Plan.

In 2005, FFI established the Cambodian Elephant Conservation Group (CECG) to ensure the survival of the Asian elephant in Cambodia. In a unique model of partnership, we bring together three different institutions to maximise the potential for government and non-governmental wildlife managers to act together. FFI provides technical support, the reputation of an established and respected international conservation organisation, and secures funding for agreed priorities. This complements the decision-making responsibilities and technical capacity of two government wildlife management agencies.

While CCCP’s and CECG’s remits are national, our Siamese crocodile and Asian elephant conservation efforts concentrate mainly in the Cardamom Mountains Landscape, where we also work to strengthen sustainable livelihoods as part of an integrated conservation and livelihoods approach, and wider protected area management efforts.

FFI, in collaboration with Cambodia’s Ministry of Environment, carried out a survey in 2018 of northern yellow-cheeked crested gibbons in Virachey National Park, finding it is the most important stronghold of the species globally. We are stepping up efforts to safeguard Virachey National Park, working closely with the Ministry of Environment and other partners. Our activities in the landscape currently include biodiversity surveys and research, which have already led to important findings including camera trap records of the Critically Endangered large-antlered muntjac; protected area zonation and management technical support; and supporting sustainable livelihoods amongst local communities.

The Opportunity

FFI is seeking an experienced manager to manage FFI’s Terrestrial Conservation Programme in Cambodia, securing a future for some of the country’s most threatened wildlife and the habitats and landscapes that they rely on.

You will have a substantial proven track record in project and grant management and be skilled in providing strategic advice and technical input to the design, development, implementation, evaluation and reporting of projects.

Highly effective 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. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally, and externally with partner organisations and relevant stakeholders, including donors and funders.
You will be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates, as well as a commitment to organisational, donor and legal compliance. You will have an advanced degree or equivalent level qualification in a relevant discipline and/or substantial experience in a related role. Experience working in the South-East Asia region is desirable.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Three year fixed-term contract
Probation Period: Six months
Gross Salary Range: USD 40,000 – USD 45,000 contingent on experience
Location: FFI Cambodia Programme Office, Phnom Penh, with regular travel across Cambodia

Benefits: For international appointments, FFI expatriate benefits apply:
- 25 working days annual leave entitlement
- Medical insurance
- Annual return flight home
- Relocation flight on commencement of employment (if applicable)
- Repatriation flight on termination of employment (if applicable)
- Relocation allowance/Repatriation allowance
- Accommodation allowance

Hours of Work: This is a full-time position, working Monday to Friday from 8.00am to 5.30pm, with a one and half hour lunch break between 12.00pm and 1.30pm.

Job Description

Job Title: Programme Manager, Terrestrial Conservation, FFI Cambodia Programme
Reporting to: Country Director, FFI Cambodia Programme
Line Manager of: CCCP Project Manager
CECG Project Manager
Terrestrial Conservation Officer(s)
Project Officers, FFI Cambodia
Ministry of Environment Liaison(s)
VNP Landscape Manager
Koh Kong Field Coordinator
CCCP Captive Breeding Officer
The post-holder must have a highly collaborative approach and will work closely with FFI colleagues in Cambodia and the UK. Key internal relationships include:

- Country Director, Cambodia
- Technical Adviser - Integrated Conservation and Livelihoods, Cambodia
- Technical Specialist, Terrestrial, Asia-Pacific, UK
- Senior Technical Adviser (Conversation Impact & Risk)
- Director of Operations, Asia-Pacific
- Statutory Funding Team, UK
- Director, Conservation Finance & Enterprise, UK
- Director, Corporate Sustainability, UK
- Programme Manager, Coastal and Marine Conservation Programme, Cambodia
- Technical Adviser – University Capacity Building Programme, Cambodia
- Project Manager – University Capacity Building Programme, Cambodia
- Finance & Administration Team, Cambodia
- Finance Business Partner, UK

The Terrestrial Conservation Manager will routinely liaise with national and local government agencies, local communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, and staff from the FFI Cambodia Programme, representing the values and interests of FFI at all times.

The Programme Manager, Terrestrial Conservation will oversee project implementation of all aspects of FFI’s Terrestrial Conservation Programme across Cambodia, as required and in line with FFI’s mission, vision and strategic aims. Central to this task will be administration, ensuring sound operational and financial management, and compliance with internal policies and procedures, contracts / grant agreements and relevant statutory and regulatory frameworks. This will include fundraising and strategic managerial and technical input to the Terrestrial Conservation Programme teams in various regional offices from the main FFI Office in Phnom Penh. This position will work in close collaboration with reporting staff, and provide mentoring and build capacity of national staff to support the on-going work of the projects. A significant amount of time will also be required to be spent at implementation field sites around Cambodia.

The role will also serve as direct adjunct to the Country Director, providing specific representational interface with Royal Government of Cambodia partners, as directed by the Country Director.

**Main Duties:** Under the supervision of the Cambodia Programme Country Director, working in close day-to-day collaboration and coordination with the Finance and Administration Manager, Cambodia Programme; and Project Managers, and liaising closely with the Asia-Pacific Regional Team, the Terrestrial Conservation Programme Manager will have the following Responsibilities:
Operational Management

- Provide strong and motivational line management to the Terrestrial Conservation Programme staff through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme.

- Contribute to the management of project implementation and delivery of the Terrestrial Conservation Programme and across all Cambodian FFI Programmes, ensuring compliance with FFI operating standards, policies and procedures, and contracts and grant agreements, and liaising closely with the Technical Specialist, Terrestrial, Asia-Pacific; and the Senior Technical Adviser (Conversation Impact & Risk) in the UK to ensure full alignment with FFI global policies and practices.

- 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.

- In collaboration with the UK Monitoring and Evaluation Team, develop and manage processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt.

- Identify, and where possible, address the capacity needs of local communities and participating government staff by providing or sourcing additional training and mentoring.

- Ensure that work undertaken by the Terrestrial Conservation Programme Team is in compliance with institutional Health & Safety, and Safeguarding policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI Cambodia Country Programme procedures.

Financial Management

- With the support of the Finance and Administration Manager (in Cambodia), the Finance Business Partner (in the UK), and the in-country finance teams, ensure the following for projects managed by this position:
  - Accurate financial management
  - Compliance with internal financial policies and procedures
  - Compliance with contracts and grant agreements, including co-financing and procurement requirements.

- Ensure timely and accurate technical, operational and financial donor and institutional reporting.

Technical Input

- Provide technical advice and input on biodiversity and conservation issues and priorities, project design, development, implementation and monitoring.

- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management.

- For projects managed by this position, oversee and develop project reports for donors and programme reports and briefings for FFI and Government partners, as required, and to a high standard.

- Conduct site visits to research, guide and evaluate project actions with local communities, government counterparts and project field staff.

- Manage, support and assist the project team using an adaptive management approach for fieldwork, data collection, analysis, interpretation, presentation and reporting, and ensure that M&E indicators are designed and tracked correctly.
Programme Development
• In collaboration with the Country Director, contribute to the strategic planning and development of the FFI Cambodia Programme, in particular the aspects associated with species and landscapes conservation work, in line with FFI’s business plan and strategy, including advising on technical aspects, opportunities, priorities and optimal use of funds
• In collaboration with the Country Director, Programme Managers and Technical Specialists, develop and input to project concepts and proposals, in line with approved strategic plans and FFI’s project cycle
• Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Head of Finance and Administration (in Cambodia) and Finance Business Partner (in the UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
• Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within Cambodia
• Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Partnership Development
• Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, local communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions
• Ensure meaningful consultation with appropriate stakeholders in the development and implementation of biodiversity work within the FFI Cambodia Programme
• Serve as aide to the Country Director, Cambodia Programme, for the negotiation and development of programme/project Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs) with national government and partners, in accordance with FFI documentation and FFI’s Delegation of Authorities

Programme Representation
• Represent the wildlife and biodiversity elements of FFI, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
• Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings
• Serve as Representative on behalf of the Country Director, Cambodia Programme, for strategic liaison with Royal Government of Cambodia partners
• Engage in relevant policy dialogues with a view to influencing positively policies that impact on biodiversity

Communications
• Bring to the attention of the Country Director any news-worthy items arising within the country programme
### Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Excellent and collaborative project management skills</td>
<td>• GIS mapping skills</td>
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<td>• Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
<td>• Fluency in Khmer</td>
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<td>• Excellent relevant technical conservation skills</td>
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<td>• Proven ability to collaborate effectively with partner organisations</td>
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<td>• Proven grant financial and budget management skills</td>
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<td>• Ability to plan and think strategically and to manage complex multi-stakeholder projects to deliver to deadlines</td>
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<td>• Problem solving, negotiation and conflict management skills</td>
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<td>• Skills in organisation and coordination of field logistics and operations</td>
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<td>• Excellent clear verbal and written communication skills, including proposal writing and technical report writing</td>
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<td>• Fluency in English, both spoken and written</td>
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<td>• Microsoft Office skills and experience with data management systems</td>
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<tr>
<th>Knowledge and experience</th>
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<tr>
<td>• A Masters’ degree or equivalent qualification in biological sciences, natural resources management, ecology, zoology or other relevant field or equivalent experience and/or substantial experience in a related role</td>
<td>• Experience of working in South-east Asia, preferably Cambodia</td>
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<td>• Proven experience in coordination and implementation of large-scale conservation/forest management projects</td>
<td>• An understanding of key issues impacting conservation in Cambodia</td>
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<td>• Substantial experience working on conservation projects in the field</td>
<td>• Proven track record of working successfully with government counterparts preferably in Asia</td>
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<td>• Relevant experience in biodiversity conservation and species-based conservation work</td>
<td>• An understanding of protected area management</td>
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<td>• Experience of building capacity, including training, coaching and mentoring others</td>
<td>• Knowledge of biodiversity monitoring techniques</td>
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<td>• Experience of community development programmes</td>
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| **Behavioural qualities** | **Ability to work within a dynamic and often high pressure environment, culturally sensitive and flexible and adaptable to change**  
| | **Capable of dealing with challenges in a patient, creative, positive and constructive manner**  
| | **Commitment to compliance and responsible management of donor funds**  
| | **Demonstrable commitment to FFI’s mission, vision and values**  
| | **Able to work effectively and diplomatically in a geographically dispersed and international team**  
| | **Able to travel often for long periods of time in remote areas with basic living conditions** |

**How to Apply**

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Panhary.Pich@fauna-flora.org.

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘Programme Manager, Terrestrial Conservation, FFI Cambodia Programme’.

The closing date for applications is **Sunday, 24 July 2022**.

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.

No agencies please.
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