



FAUNA & FLORA
INTERNATIONAL



Project Officer, North Kenya Seascape

“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.

Africa Programme

Working closely with local partners, FFI's Africa Programme currently supports operations in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on both terrestrial and marine species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI uses different approaches to work with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making

FFI Marine Programme

FFI has been working in marine conservation for decades. However, it launched its formal marine programme in 2011 focused on the following three strands:

- securing important areas to safeguard marine biodiversity;
- informing and influencing policies and practice affecting the marine environment; and
- supporting key national local institutions to help them deliver effective marine conservation.

Since 2011, we have worked across 23 countries with over 90 partners. We have contributed directly to the establishment or strengthening of over 50 marine protected areas and dozens of new no-take zones, witnessed a reduction in destructive fishing activities at 45% of all sites and seen evidence of recovery in key species groups and habitats (please see our [website](#) for an overview of current projects).

Kenya Marine Programme

Kenya's northern coast supports extensive coral reefs and seagrass meadows, critical marine species habitat, important carbon sinks, and community wellbeing, yet is increasingly threatened by unsustainable practices including over exploitation, destructive fishing and by-catch. Current work

supports protection of key marine habitats and vulnerable species in North Coast Kenya, through development of/driven by a Community Based Natural Resource Management (CBNRM) approach, and influencing policy approaches. It is anticipated current funding and work will seed the development of a much larger programme of work.

The Opportunity

FFI is seeking an experienced Project Officer to support the delivery of our exciting marine projects in Kenya's north coast. The successful candidate will have a strong track record in project management abilities and strong technical skills, ideally with experience of co-management and working with community members. You will be able to implement marine conservation grants supporting co-management, fisheries management, coral reef and seagrass monitoring. You will be working closely with community conservancies, Beach Management Units (BMUs) and with partners, such as The Northern Rangelands Trust. The successful candidate will have a strong track record in project management, technical and financial reporting and capacity building, as well as a commitment to organisational, donor and legal compliance. You will have the ability to work constructively with a broad range of stakeholders and be comfortable building strong and effective relationships with government, communities, scientists and NGOs, including NGOs and teams within FFI's wider countries of operation.

In return, the role offers the opportunity to work within a ground-breaking organisation, at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Until 31 st March 2025. The contract is renewable depending on funding available and business needs.
Probation Period:	6 months
Annual salary:	USD 17,000 Gross per annum
Location:	Lamu, Kenya, with travel to domestic project sites as required, and occasionally to the FFI Mombasa and Nairobi offices. International travel to FFI's head office in Cambridge, UK may be required.
Benefits:	25 working days' annual leave entitlement plus national public holidays observed in Kenya
Hours of Work:	This is a full-time position, working 40 hours Monday to Friday inclusive. These hours may vary depending on the requirements of the job in the field.

Job Description

Job Title: Project Officer, North Kenya Seascope

Reporting to: Marine and Coastal Programme Manager, Kenya

Key Internal Relationships: Kenya Programme Team (Kenya)
Africa Programme Team (UK and regionally)
Cross-cutting Marine team (UK)
Climate and Nature Linkages team (UK)
Science and Design Team (UK)
Social Equity, Agriculture and Enterprise Team (UK)
Wildlife Trade Team (UK)
Corporate Sustainability Team (UK)
Fundraising Teams (UK)

External Relationships: The Project Officer will as required, represent FFI with national and local government agencies, communities and community based organisations; international and national partner NGOs and for-profit entities, academic institutions, private sector, finances and donors, representing the values and interests of FFI at all times.

Purpose of the role:

Under the immediate supervision of the Marine and Coastal Programme Manager, Kenya, the Project Officer will provide efficient project level support, both technically and administratively, to ensure the successful planning, implementation, reporting, monitoring and evaluation of various projects within the north Kenya seascope.

Specific Duties:

Project support

- Provide an efficient administrative and operational function to the North Kenya Seascope project
- Provide logistical support for meetings and workshops, including the putting together and dissemination of information packs that include external audiences.
- Attend meetings and take notes/minutes, ensuring appropriate dissemination and follow up on agreed actions.
- As required, provide logistical support to field activities, including the handling of cash payments and other funds disbursements, in line with FFI protocols, policies and procedures.
- 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
- Implement data management in line with FFI protocols, policies and procedures, helping to ensure that all relevant documentation is on FFI's data management systems.

Technical support

- Coordinate the local implementation and delivery of FFI's commitments under the Darwin Initiative project and other funded projects.
- As required, compile ecological baselines and survey results against indicators and objectives, ensuring that it is kept updated regularly based on project's progress.
- As required, ensure up-to-date workplans and budgets are in place to meet project aims, objectives and timelines and ensure that activities are implemented in line with workplans and within budget, for project partners to meet their commitments.

- As required, represent the Darwin Initiative-funded project and keep all relevant stakeholders abreast of the project and its progress, with a particular consideration for community and government institutions and NGOs active in the area and on related topics.
- Develop and maintain strong relationships with all key stakeholders, gaining cooperation to accomplish project goals through these relationships.
- As required, support donor reporting, including collating supporting documents for half year and annual project reporting.
- Provide technical support and input as required on conservation issues and priorities including design, development and implementation of new projects.
- Support project monitoring and evaluation ensuring activities, logical framework milestones and indicators are attained within set timeframes and budgets.
- As required, provide support for setting up and implementing surveys on marine conservation.
- Track and review project deliverables assigned to partners and consultants ensuring timely submission of high quality outputs.
- Align project related work to FFI policies and procedures while also ensuring donor and legal compliance requirements are met.
- Support relevant partner staff and FFI colleagues in the gathering, consolidating and sharing of lessons learnt.

Partnerships

- Under the guidance of the Marine and Coastal Programme Manager:
 - Carry out assessments with partners to ensure FFI understands the technical and administrative abilities of partner organisations to carry out project work, clearly identifying gaps that will need to be addressed for successful delivery of projects.
 - Liaise with relevant staff to identify partner capacity gaps or any other issues with partner capacity to deliver projects.
 - Ensure alignment and good relations are upheld with partner NGOs and private sector players operating in the landscape.
 - Ensure that FFI Kenya continues to be well positioned, locally respected and valued by relevant authorities and development and civil society actors.

Communications and Representation

- Ensure regular and meaningful communication and coordination with FFI programme staff in the Kenya and the UK, and wider region as appropriate.
- As required, support development of project specific internal and external communication materials.
- As requested, attend external meetings to represent and actively promote FFI and project specific activities.
- Respond, as appropriate, to external enquiries relating to the project.
- As required, prepare and keep an updated a contact database to help convening meetings, dissemination of publications and communications etc.
- As required, prepare high quality power point presentations and communications based on literature reviews and other project activities.

Other

- Undertake other activities that fall within FFI's strategy and plans as requested by your Line Manager, commensurate with your skills, experience and role.
- Work as an active member of the FFI Africa and FFI Kenya team and attend FFI Kenya team meetings.
- 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"> • Demonstrable experience of project management and providing logistical support to projects • Strong technical skills relating to marine ecology and conservation • Proven ability to develop and maintain effective partnerships with governments, local NGOs, community groups and businesses • Proven project financial / budget management • Strong written communication skills, with proven experience in excellent donor report writing skills • Strong prioritisation and time management skills, with ability to work to multiple deadlines • Excellent information organisation and presentation skills • Fluency in English and Kiswahili (spoken and written) 	<ul style="list-style-type: none"> • Proposal writing • Experience in implementation and reporting for Darwin Initiative funded projects or other main statutory donors •
Knowledge and experience	<ul style="list-style-type: none"> • Undergraduate degree in Marine conservation/biology/ecology, Wildlife Management, conservation biology, natural resources management • Minimum of three years of experience in conservation project support at Officer/Coordinator level • Experience in dealing with rural/coastal communities on management of local natural resources. • Demonstrable skills in providing technical information for reports • Experience in project monitoring and evaluation • Meticulous at conducting desktop research and analysis of information • Proven experience in coordinating and implementing marine species surveys • Proven experience of using the logical framework as a monitoring tool 	<ul style="list-style-type: none"> • Five years of experience in conservation project support at Officer/Coordinator level • Experience living and/or working in the Kenya coast • Management of contracts/grants
Behavioural qualities	<ul style="list-style-type: none"> • Self-motivated, independent and resourceful • Commitment to FFI's mission, vision and values • Commitment to organisational and legal compliance, and responsible management of donor funds • Team player, with ability to seek out views of others and build positive working relationships 	

	<ul style="list-style-type: none"> • Ability to work under pressure and to deal with challenges in a calm, positive, pro-active and constructive way • Ability to work within a multicultural environment 	
Other	<ul style="list-style-type: none"> • Entitlement to live and work in Kenya (without employee sponsorship) • Available to travel domestically and/or internationally, and work occasional evening and weekend hours 	

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 kenyajobs@fauna-flora.org

Please mark your application '**Project Officer, North Kenya Seascape**'

The closing date for applications is 8th January 2023. Interviews are likely to be held during the week commencing 16th January 2023. 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 Patrick Lelei, on Tel:

+254 (0) 715 795 359 or Email: patrick.lelei@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity