



Grant and Operations 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 Chuilixi 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

This is an exciting opportunity for an experienced Grant and Operations Manager to join FFI's growing conservation programme in Mozambique. Working closely with the Country Manager and the wider technical, financial and operations teams based in the UK, the successful candidate will develop, implement and oversee the effective operations, finances and grant management of FFI's portfolio of work.

You will have a good track record and experience in financial and operational management, including detailed knowledge of donor and legal compliance and statutory and regulatory frameworks in Mozambique, along with financial reporting, staff management and mentoring and logistics. Excellent relationship-management and communications skills are essential to the role, to develop positive, collaborative relationships with both internal and external stakeholders, including local and international FFI teams, non-governmental partners and government agencies. You will be as tenacious as you are persuasive, and your excellent interpersonal skills will enable you to extract information to meet required timelines.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary Range:	MZN 2,681,100 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 Medical Insurance, for you and up to three dependents
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:	Grant and Operations Manager, Mozambique
Reporting to:	Country Manager, Mozambique
Line manages:	Finance and Operations staff
Key internal relationships:	Mozambique Team (Mozambique) Africa Regional Team (UK) Finance Business Partner, Eastern & Southern Africa (UK) International Senior HR Adviser (UK) Operations, Development and Communication teams (UK)

Key external relationships: The Grant and Operations Manager will represent FFI and routinely liaise with identified national and local government agencies, key service providers (payroll and legal), local international and national partner NGOs and for-profit entities, funders and donors, representing the values and interests of FFI at all times.

Purpose:

The Grant and Operations Manager's role will ensure effective management of the financial, compliance, administrative and operational functions of the FFI Mozambique programme. The role will oversee day-to-day operations and financial management including ensuring all expenditure and operations under various grants are undertaken to the highest possible standards of donor and internal compliance. The role includes management of the finance and operation (logistics/administration/HR) teams of the FFI Mozambique programme, this includes the management of the running of the country office, finance and operations staff line management and coordination of grant compliance, logistics, systems and processes, in conjunction with colleagues in Mozambique, and the UK where relevant. The role will be required to develop, and implement internal systems and procedures that enable FFI programmes in Mozambique to maintain an effective and dynamic team that delivers impactful conservation action, while remaining compliant with FFI's global policies and procedures.

Main Responsibilities:

Programme Set-up and Ongoing Management

The initial period will involve setting-up financial, operations and logistics aspects of the programme according to the local regulations, then ensuring the ongoing grant, financial and operational management of the programme. This will involve but not be limited to:

- Liaising with the local lawyers, and government departments about FFI's work related to finance, grants and operations
- Assisting the Country Manager in ensuring that insurances, registrations, permits, letters of authority etc. are administered and maintained
- Ensuring tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
- Assisting in the identification and running of an FFI office in Maputo

- Developing and implementing Finance and Operations related 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

Operational Management

- Oversee day to day financial and logistical management of the FFI Mozambique portfolio, ensuring compliance with FFI and donor operating standards, policies and procedures, contracts and grant agreements
- Working with project managers to support logistical and operational planning that enables projects to meet aims, objectives and timelines
- Oversee to ensure the effective administration of funds including but not limited to:
 - Funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within Mozambique
 - Development and implementation of in-country systems, policies and procedures, that accord, to the extent possible, with institutional systems, policies and procedures
 - Compliance with FFI's systems, policies and procedures, such as Travel Risk Assessments
 - Compliance with FFI's organisational Delegation of Authorities
 - Appropriate recording, maintenance and tracking depreciation of FFI assets
 - Programme compliance with national and institutional Health and Safety policies and procedures to manage and minimise financial and operational risk within the Mozambique programme
- Facilitate dissemination and application of best practices in operational and financial management
- Provide support to the Country Manager by keeping informed of security issues and communicate issues of concern, advising of potential impact on the staff, operations, and finances of the portfolio
- This includes Chuilexi & Luambeze operational support.

Financial Management and Reporting

- Ensure and coordinate the following financial and reporting requirements are in place:
 - Accurate and diligent financial management
 - Compliance with internal financial policies and procedures
 - Compliance with contracts and grant agreements, including co-financing and procurement requirements
 - Application of best practice approaches in the management of statutory funding, building relationships with relevant in-country partner NGOs and funding agencies
 - Timely submission of invoices and internal transfer requests to maintain appropriate cash flow
 - Maintenance of financial records to meet in-country and wider institutional, statutory and donor auditing requirements
- Provide support and advice on operational and grant management to partner organisations within the Mozambique portfolio as required
- Support the programme technical staff to ensure FFI internal reporting requirements and all grant reporting requirements are met in an accurate and timely manner
- Maximise use of internal FFI systems to coordinate reporting processes and work proactively to ensure reporting and milestone deadlines are diligently met

- Contribute to the coordination of the annual budgeting and periodic reforecasting processes for the Mozambique programme
- This includes Chuilexi & Luambeze support & submission of Chuilexi/Luambeze statutory filings

Programme Legal Compliance

- Ensure and coordinate the legal, financial and administrative compliance of FFI's operations in Mozambique:
 - Ensure the administration of FFI's local bank accounts are well managed and in accordance with FFI's Delegation of Authorities, policies and procedures
 - Ensure administration and maintenance of insurances, registrations, permits, letters of authority etc. necessary for the continued presence of FFI Mozambique and the implementation of FFI operations in Mozambique
 - Ensuring submission of statutory in-country returns, accounts etc. in a timely manner
 - Implementation of national contracts in accordance to Mozambique legislation that comply with local labour laws, FFI's Delegation of Authorities and to the extent possible with institutional HR practice
 - Tax, social security and other mandatory systems are in place and in compliance with local labour and tax laws
 - Necessary visas, work permits etc. are secured
- Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region

HR / Staff Management

- Provide strong and motivational management to line reports to support efficient, effective delivery of FFI's conservation programme in Mozambique through objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
- Oversee implementation of HR policies and procedures, and, in collaboration with the Country Manager and UK HR conduct periodic reviews and revisions, ensuring compliance with Mozambique Laws and FFI global procedures.
- In collaboration with the Country Manager and in accordance with FFI's Delegation of Authorities, coordinate the recruitment of local and international staff and consultants as necessary.

Other

- With agreement from the Country Manager perform any other tasks that may be requested from time to time that are appropriate to skills and experience
- Work as an active member of the wider Africa team and attend regional Africa team and project team meetings as requested
- Ensure clear and effective communication around operational management with technical and non-technical staff
- At the request of the Country Manager represent FFI Mozambique with third parties, government entities, donor agencies and partner NGOs, adhering to organisational values and commitments
- Travel to project sites as required to ensure effective and efficient operational and financial management

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent operational management skills with proven experience in ensuring legal compliance, human resources, administration and logistics • Ability to manage delivery of complex statutory grants, involving diverse actors, and requiring delivery and monitoring of multiple streams of work • Excellent financial management and numeracy skills, including budgeting, expenditure accounting and reforecasting • Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence • Strengths in planning, organisation and coordination of complex logistics and operations • Excellent verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility • Fluency in English and Portuguese (spoken and written) • Strong prioritisation and time management skills, with ability to work to multiple deadlines • Confident and proficient in the use of MS Office 	
Knowledge and experience	<ul style="list-style-type: none"> • Qualified Accountant registered with OCAM and able to file accounts in Mozambique • Substantial professional experience in grant and financial management in a similar international organisation • Proven record of ownership of, and accountability for operations and financial management at a similar level • Experience of grant reporting to large statutory donors and understanding of their processes • Understanding of the statutory and regulatory compliance frameworks within Mozambique • Experience working within an NGO environment 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualification in business administration or operations/logistics • Experience working within a geographically dispersed team

	<ul style="list-style-type: none"> • Experience managing teams to overcome complex operational and logistical challenges across multiple locations • An understanding or appreciation of implementing challenging fieldwork • Experience in developing and embedding systems and processes 	
Behavioural qualities	<ul style="list-style-type: none"> • 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 • Rigorous and diligent approach to work • Ability to work under pressure • Ability to lead the programme independently in a remote setting with logistical constraints • 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 	
Other	<ul style="list-style-type: none"> • Ability to travel, both within country and internationally • Pre-existing right to work in Mozambique 	

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 africajobs@fauna-flora.org

Please mark your application '**Grant and Operations Manager, Mozambique**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **5 March 2023**. Interviews will be held during the weeks commencing 6 March 2023.

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