Project Manager (Chief of Party), Combating Wildlife Trafficking Activity (CWTA)

“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, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora 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 by basing decisions on sound science. Founded in 1903, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

Fauna & Flora in the Caribbean

Fauna & Flora is one of only a few international organisations working in the Caribbean region and is helping to raise awareness on the need for conservation action and to build the capacity of local partners in the region to conserve priority species and habitats. Fauna & Flora currently support more than a dozen active projects in the Eastern Caribbean all of which were instigated by local request. These projects encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade. Fauna & Flora launched its Caribbean Illegal Wildlife Trade portfolio in 2017 as a response to the concerning illegal trade of Eastern Caribbean reptiles for the pet markets in the US, Europe and Japan, with a focus on Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines.

The Opportunity

We are seeking qualified candidates to join Fauna & Flora’s Caribbean team as Project Manager (Chief of Party) leading on project management and providing technical leadership to a three-year Combating Wildlife Trafficking Activity (CWTA) project, which aims to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. You will be responsible for the overall project management, high-level government and donor representation, coordination with and between cooperating partners, and project development, helping ensure compliance with internal systems, policies and procedures and donor requirements.

The post-holder will work under the line management of the Sub-regional Manager and will also contribute technical advice and learning to support the development of other IWT and conservation projects in the region.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with the opportunity to apply your skills and expertise where appropriate. In addition, Fauna & Flora offers an attractive annual leave allowance.
Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Three-year, fixed-term contract
Probation Period: Three months
Salary: Commensurate with skills and experience
Location: Antigua and Barbuda
Benefits: For international appointments, additional benefits may apply
Hours of Work: This is a full-time position, working Monday to Friday from 8.00am to 5.00 pm, with a one-hour lunch break

Job Description

Job title: Project Manager (Chief of Party), Combating Wildlife Trafficking Activity (CWTA)
Reporting to: Sub-regional Manager, Caribbean
Line manages: Programme Officer, Caribbean
Grants and Contracts Officer, Antigua

Key working relationships: Sub-regional Manager, Caribbean
Programme Finance Officer, Americas & Caribbean
Finance & Administration Officer, Caribbean
Finance Business Partner, Americas & Caribbean
Programme Manager(s), Caribbean
Technical Specialist, Wildlife Trade
Partner organisations

Purpose of the role:
Working with the Sub-regional Manager, Caribbean, Programme Manager, Caribbean and with the Caribbean Country Programme Managers and relevant Technical Specialists, the Project Manager (Chief of Party) will lead, develop and deliver a programme of work to implement a three-year, USAID funded Combating Wildlife Trafficking Activity (CWTA) project to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. Specifically, they will ensure the effective, efficient and timely management of the CWTA project, providing input to project implementation, representing the project to external audiences, leading monitoring and reporting to Fauna & Flora and the donor, and inputting to other activities across Fauna & Flora’s Caribbean programme.
Specific Duties:

Project Management and Reporting
- Lead all aspects of project planning, implementation and communications, including maintaining strong relationships with USAID, national governments, and implementation partners and ensuring technical quality and timeliness
- Serve as the primary point of contact with USAID with regard to day-to-day implementation and management matters relating to the award
- Provide strong and motivational management to line reports through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Oversee all technical and operational aspects of the activity, including supervision of component leads, Programme Officer and the Grants and Contracts Officer to ensure effective, and timely delivery of program objectives
- Prepare project reports and other outputs, as required, including both donor and internal reports, and ensure that reports and other project outputs produced by project staff and consultants are timely, of a high standard and reflect Fauna & Flora’s philosophy and the terms of the contracts and agreements
- Lead coordination of work planning, reporting, pause-and-reflect sessions, and other internal work management processes to ensure clear timelines and accountability are established and implemented in line with the Activity Annual Work Plan
- Coordinate with the Caribbean Sub-regional Manager, the Caribbean Programme Manager, the Finance Business Partner, and other relevant staff to support the alignment of technical objectives with budget resources and to deliver audit outputs
- Contribute project-related information to Fauna & Flora budgeting and forecasting processes
- Ensure compliance with USAID’s operational and security procedures, policies and regulations, and the laws, regulations, policies, and procedures of respective host countries.
- Ensure compliance with Fauna & Flora operating standards, policies and procedures, contracts and grant agreements
- Identify issues and risks related to program implementation in a timely manner, suggesting appropriate program adjustments and ensuring compliance to USAID’s policies
- Mentor activity staff, sub-awardees, and consultants, as needed, to achieve expected results.
- Coordinate and facilitate project inputs from relevant technical and operational staff within Fauna & Flora, ensuring that the project draws on the range of in-house expertise and experience
- Represent Fauna & Flora at appropriate external meetings and fora, including consultations, meetings and briefings with senior government officials in the region

Development
- Contribute to internal and external learning to support promoting project activities, replication and future project development

Other
- Provide input, where appropriate, on other technical work undertaken by the Americas & Caribbean programme or cross-cutting themes undertaken by the Fauna & Flora Conservation Partnerships team and other Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments
- Actively participate in, and contribute to, Fauna & Flora’s internal Wildlife Trade Working
Group to promote learning and knowledge exchange

- 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

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation’s activities and structure.

### Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
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<td>• Project management skills, including project development, planning, implementation, monitoring and evaluation</td>
<td>• Proficiency in a language relevant to the Americas &amp; Caribbean region (e.g. Spanish, French, Creole)</td>
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<td>• Proven financial management skills, including project budgets of at least $2 million</td>
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<td>• Strategic planning</td>
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<td>• Technical conservation skills, preferably spanning both ecological and socio-economic fields</td>
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<td>• Excellent writing skills including technical proposal and report writing skills</td>
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<td>• Excellent communication and presentation skills (written and verbal), to both technical and non-technical audiences</td>
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<td>• Fluency in written and spoken English</td>
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<td><strong>Knowledge and experience</strong></td>
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<td>• A relevant degree or equivalent level qualification in a conservation/natural resource management related subject</td>
<td>• An advanced degree or equivalent qualification in conservation/natural resource management or relevant social science field</td>
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<td>• Substantial conservation experience in developing countries</td>
<td>• Experience working at a leadership level within a dispersed team</td>
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<td>• Proven record of ownership of - and accountability for – project operations and delivery at similar level</td>
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<td>• Significant past experience with USAID-funded project implementation, ideally in a leading role</td>
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<td>• Understanding of and direct experience managing restricted government grants and ensuring compliance with donor requirement</td>
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<td>• Experience developing and maintaining relationships with senior government officials and funders</td>
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<td>• Diverse experience developing and maintaining effective relationships with partner organisations and stakeholders</td>
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| Behavioural qualities | • Ability to deal with challenges in a pragmatic way  
• Strong and effective communicator  
• Builds positive personal and organisational relationships  
• Commitment to conservation and community-led development process and empowering local communities, with consideration to gender  
• Shows cultural awareness and sensitivity  
• Demonstrated willingness to think creatively, to problem-solve, and to try new approaches  
• Excellent team player, with the ability also to work well under own initiative  
• Commitment to organisational and legal compliance and to responsible management of donor funds |
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<td>Other</td>
<td>• Commitment to Fauna &amp; Flora's mission and values</td>
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**Fauna & Flora 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 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 inclusive, supportive & respectful
- We get things done

**How to Apply**

Applications, consisting of covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted via email to marisa.victor@fauna-flora.org. Please specify in your covering letter where you saw the position advertised.

Please mark your application **Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party)**.

The closing date for applications is **19 May 2023**.
Interviews are likely to be held during the week commencing 29 May of 2023. Interviews will be held remotely. Candidates selected for interview will be contacted by email.

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

Fauna & Flora 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 Ema Infante, Senior HR Adviser (International) on Email: ema.infante@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity. We would especially welcome applications from members of minority groups in the Caribbean.