



Landscape Manager, South East, Liberia

“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 currently operates in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

Liberia Programme

Liberia is home to large remaining intact sections of Upper Guinean Forest Ecosystem (UGFE), a global biodiversity hotspot rich in endemic and endangered species not found elsewhere. FFI began working in Liberia in 1997 and played a crucial role, together with partners, in re-establishing operations in the country's oldest protected area – Sapo National Park, in south-east Liberia - after years of civil conflict. FFI has since worked closely with partners to support biodiversity conservation across Liberia and establish the foundations for sustainable and equitable forest and environmental management. In 2006, the Liberian Government made a declaration to put aside 30% of its forest for a protected area network (PAN).

Today FFI's operations in Liberia has extended beyond the south-east to the north-western forest landscape. The two forest landscapes are home to Liberia's remaining and intact section of the UGFE, which is a biodiversity hotspot and rich in endemic and threatened species, and one of the most endangered terrestrial ecoregions in the world. These forests are at risk from extreme and immediate threats, such as expansion from shifting agriculture, mining and poaching.

FFI's Liberia programme continues to focus on building capacity at multiple levels within Liberia to enable long-term management of natural resources. It supports mechanisms for community-based natural resource management, working through local partners and with industry, and engaging with relevant international, regional and national stakeholders including local communities, non-governmental and civil society organisations, and local and central government agencies.

South-East Landscape

FFI's work in the South-East region covers the forest west and south of the Sapo National Park (SNP), Liberia's oldest and largest protected area and the transboundary Tai-Grebo-Krahn-Sapo Forest Landscape (TGKS) between Liberia and Côte D'Ivoire and extends to the coast spanning the entire southeast coastline. The south-east forest represents the greatest opportunity to establish and maintain protected areas containing large intact stands of forest. This landscape

hosts distinctive communities of fauna and flora, including the critically endangered Western chimpanzee and African Forest elephant, the endangered pygmy hippopotamus, the vulnerable zebra duiker and an assortment of plant species, including species that are new to science. The landscape includes several protected and proposed protected areas and areas of high conservation value, including the Sapo and Grebo-Krahn National Parks, the Grand-Kru River-Gee and Cestos-Senkwehn Proposed Protected Areas and forest corridors in between.

The Opportunity

FFI is seeking an experienced conservation professional to fulfil the role of Landscape Manager, South East, assuming responsibility for the implementation and development of FFI's work in the South East landscape in Liberia.

The successful candidate will have an excellent proven track record in supporting protected area management, ideally co-management and development models working with community members, in Africa. They will be skilled in providing strategic advice and technical input to the design, development, implementation, evaluation and reporting for projects and will have excellent project, grant and financial management skills, including experience managing large statutory funds such as EU and USAID.

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 with partner organisations and relevant stakeholders, from local communities and community based organisations to funders.

The successful candidate will have a substantial proven track record in project management, fundraising and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in West Africa, as well as a commitment to organisational and legal compliance.

Terms and Conditions

Start Date: As soon as possible

Contract Type: Two-year fixed-term contract

Probation Period: Six months

Salary Range: USD 38,000 – USD 42,000

Benefits: For international appointments, FFI expatriate benefits will 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)
- Provision of accommodation allowance

- This is an unaccompanied position
- For national appointments, the following benefits will apply
- Annual leave entitlement of 15 working days, plus national holidays observed in Liberia and other statutory allowances
 - Medical insurance

Location: The position will be based in Monrovia, with travel to project sites in the field and elsewhere internationally as required

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: Landscape Manager, South East, Liberia

Reporting to: Country Manager, Liberia (line manager)

Line Manager of: Project Managers, Sapo Landscape and Cestos Senkwehn PPA (SE)
Finance Officer, SE Landscape
Agriculture Officer, SE Landscape
Governance & Livelihood Officer, SE Landscape
Data Manager, SE Landscape

Key Internal Relationships: Liberia Programme Team (Liberia)
Technical Specialist, Biodiversity & Conservation Monitoring, West Africa (Liberia)
Africa Programme Team (UK)
Finance Business Partner, West & Central Africa (UK)
Cross-cutting Programme teams (UK)

Key external Relationships: The Landscape Manager, South East will represent FFI with national and local government agencies, communities and community-based organisations; international and national partner NGOs and for-profit entities, academic institutions, and funders, representing the values and interests of FFI at all times.

Purpose: To work closely with the Country Manager, Liberia (CM) to deliver on FFI's vision for the South East landscape, achieving lasting impacts through excellent programme management including maintenance of stakeholder relationships and the coordination, planning, implementation and monitoring and evaluation of the landscape's project portfolio, in full compliance with FFI and donor financial guidelines and funding agreements.

Specific Duties: Under the line-management of the Country Manager, Liberia, and working with project teams, the Landscape Manager, South East will have the following responsibilities:

Programme Operations

- Ensure effective and quality planning and implementation of activities in the South East landscape to meet agreed project objectives; in line with existing management agreements and agreed best practice measures, and coordinating and accounting for resource availability, including FFI staff, partners and other stakeholders
- Ensure that all activities are delivered in line with agreed timelines and budgets, according to each donor's contractual and administrative requirements, and in compliance with donor and FFI operating standards, policies and procedures, and funding agreements
- Ensure all approaches used are those that are standardised across the Liberia and wider Africa programme, and in collaboration with FFI staff and partners in the southeast and adjacent transboundary landscapes, ensure harmonisation with any relevant transboundary activities
- In collaboration with the Programme Manager, Africa and Country Manager, develop, implement and manage processes for the effective monitoring and evaluation of the landscape programme, ensuring timely adaptation of activities, as required and following FFI and donor processes for change, to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Ensure that all activities are fully evidenced through excellent record keeping and data storage, in compliance with both FFI and donor requirements, to enable regular monitoring and progression of impacts
- 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
- Hold responsibility for ensuring the identification, minimisation and management of safeguarding issues and risks and the implementation of country-specific safeguarding priorities and good practice in the South East landscape

Programme Development

- Work with the relevant FFI staff and partners to contribute to strategic planning and development of the South East landscape programme in Liberia
- Develop and contribute to funding proposals that meet project outcomes and objectives, ensuring; accuracy and appropriateness of work planned for the South East landscape, input from relevant staff and partners and that the proposed work is fully aligned with FFI's strategy
- Engage the relevant Africa programme staff, cross-cutting team members and the Finance Business Partner, West & Central Africa to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider match funding requirements, and meet staff and field operational costs and institutional overhead requirements
- In liaison with relevant team members, ensure proposed activities comply with national laws, statutory regulations and have the requisite insurances necessary for implementation
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Grant Management

- In coordination with the finance team based in Liberia and the UK, undertake specific South East landscape fund management responsibilities where appropriate, including:
 - Ensure all landscape-level funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the Delegation of Authority (DoA), and implementation context within the region

- Delivery of grant funded projects within time-frames and budgets
- Manage project inputs from relevant technical and operational staff and consultants, and implementing partners, ensuring appropriate contracts are in place where relevant
- Lead FFI and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per FFI and donor requirements
- Be responsible for fund finances and ensure all expenditure complies with donor and FFI regulations, and the DoA
- Prepare project financial reports, with support from the Finance Business Partner, West & Central Africa and ensure timely, high quality and accurate technical, operational and financial funder and institutional reporting
- Ensure maintenance of project financial records by in country staff that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Maintain adequate project cash flow through accurate quarterly financial planning and timely submission of invoices and internal transfer requests
- Lead on the participatory development of annual work plans for the South East landscape that align with all projects and fund obligations, timelines and budgets
- Ensure the regular back-up and appropriate storage of all collected South East landscape data on implemented FFI systems such as a monitoring system, as well as "cloud" based online storage

Staff Management and Partner Relations

- Line manage and mentor relevant staff through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure efficient, effective delivery of the landscape programme
- 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
- Develop and support critical project-specific partner relationships locally, nationally, transboundary and internationally, including through capacity building and mentoring where required
- Establish and actively maintain a positive and productive working relationship with key project stakeholders in government, communities, NGOs and the private sector both at landscape-level and in Monrovia
- Ensure alignment of activities and good relations upheld between field teams, FFI programme staff and with partners, ensuring any conflicts arising are managed in an efficient and positive manner

Communications and Representation

- Encourage a culture of excellent communication, sharing of knowledge, lessons learnt and best practices and collaboration between project staff, wider FFI team members, implementing partners and other stakeholders as appropriate
- Provide Communications and Fundraising Departments with text and images as required for the production of up to date communications and fundraising material (e.g. web pages, articles, reports) to ensure visibility of FFI's work in the landscape
- Ensure FFI is adequately represented at various partner and stakeholder coordination platforms for successful implementation of landscape activities

- Represent FFI and the South East landscape programme, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders, and media

Other

- Work as an active member of the Liberia and wider Africa team and attend Liberia and Africa team meetings and work planning sessions as required
- Provide technical input, where appropriate and requested, on other work undertaken by the Liberia and Africa programme
- With agreement of the CM, perform any other tasks that may be requested from time to time, which are appropriate to the Landscape Manager’s skills and experience, and relevant to the scope of this role

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills including project design, development, implementation, risk management and evaluation • Excellent financial management, including budgeting, reforecasting and procurement • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence • Technical conservation skills related to protected area management planning, law enforcement and management of natural resources • Fluent written and spoken English skills • Excellent community consultation/ outreach and facilitation skills • Problem solving skills • Excellent verbal communication, networking and interpersonal skills, with ability and confidence to present, negotiate and persuade at all levels • Excellent written communication skills, including report and proposal writing • Prioritisation and time management skills • Competent computer skills, including MS Office, data management and statistical analysis 	

Experience	<ul style="list-style-type: none"> • Undergraduate degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field • Substantial professional experience working in biodiversity conservation • Proven track record in managing statutory and non-statutory contracts/grants • Substantial project management experience, with a focus on protected area management • Proven track record of community empowerment in conservation • Experience in community development and/or poverty reduction activities related to protected area threat reduction • Experience of building community relations and managing conflict situations • Experience in the design/implementation of species conservation activities • Proven track record of working successfully with government counterparts, preferably in Africa • Proven track record in project development and fundraising, including managing donor relationships • Experience of managing large (100,000 USD plus) multi-year grants 	<ul style="list-style-type: none"> • Master's degree in ecology, conservation biology or a related discipline or equivalent work experience in a relevant field • Proven ability to assess capacity, mentor and develop skills of project staff and partners • Ability to lead in the design of biodiversity survey methodologies • Experience of use/implementation of SMART or similar ranger-based monitoring tools • Experience leading in awareness raising and/or environmental education activities • Experience of implementing and monitoring community livelihood activities • Experience using FPIC (Free, Prior, Informed Consent) processes • Experience managing field research and biomonitoring, including camera trapping • Experience of working in West Africa, preferably Liberia
Behavioural qualities	<ul style="list-style-type: none"> • Self-motivated, independent and resourceful • Commitment to FFI's values and mission • 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 • Able to work effectively in a supervisory role, supporting managers and decision makers • Confident in managing work in remote settings • Ability to work under pressure and to deal with challenges in a positive and constructive way 	

	<ul style="list-style-type: none"> • Commitment to working in a collaborative manner, sharing information and learning • Ability to work in a multi-cultural environment 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel regularly and at short notice within Liberia. • Experience and content in living and working in remote locations with limited resources and amenities for long periods of time • Willingness and ability to travel internationally when required 	<ul style="list-style-type: none"> • An understanding of key issues impacting conservation in Liberia and/or the West Africa region

How to Apply

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted electronically via email to africajobs@fauna-flora.org

Please mark your application '**Landscape Manager, South East, Liberia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **29 May, 2023**, with interviews likely to take place during the week commencing **5 June, 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:

UK Office: Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email:

jade.bedwell@fauna-flora.org.

Monrovia Office: Mrs. Mary Weah, Administrative Manager, FFI on Email: mary.weah@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity