Grants & Operations Manager, South Sudan

“In the past century Fauna & Flora 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, 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, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

Africa Programme

Fauna & Flora currently operates in 14 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.

To achieve its mission in Africa, Fauna & Flora works 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, Fauna & Flora 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 to ensure the positive impact of activities

South Sudan Programme

Fauna & Flora has worked in partnership with the Ministry of Wildlife Conservation and Tourism (MWCT) and communities in Western Equatoria since 2010 to lay the foundation for the improved management of three protected areas – Southern National Park (SNP) and Bire Kpatuos and Bangangai Game Reserves – as anchors for broader environmental management, development, and stabilisation goals. Fauna & Flora has decades of experience in conflict-affected countries which has enabled us to maintain an almost continuous presence on the ground, through South Sudan’s often fraught political and security situations, with strong support from the government and communities. Fauna & Flora’s long-term vision is to ensure that there is a network of functioning protected areas that safeguard crucial habitat and biodiversity for the benefit of the people of South Sudan and the region.

The Opportunity

Fauna & Flora is seeking an experienced Grants & Operations Manager to provide effective management of the financial, administrative and operational functions of the Fauna & Flora South Sudan Programme.
The successful candidate will have a strong proven track record in operational and financial management, ideally within Africa, and will need to be able to operate in a conflict / post-conflict situation. They will have experience in providing country-level oversight and leadership of both the day-to-day operations and finances, including management of multiple grants. They will also demonstrate an understanding of the statutory and regulatory frameworks within which Fauna & Flora operates in East Africa and a commitment to organisational and legal compliance.

Strong 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 teams, partner organisations and relevant stakeholders.

Terms and Conditions

Start Date: 01 October 2023

Duration of Contract: Two-year, fixed-term contract

Probation Period: Six months

Salary: Circa USD42,000

Location: This position is based at Fauna & Flora’s office in Yambio, with regular domestic travel to Juba. International travel to Fauna & Flora’s office in Kampala, Uganda and Fauna & Flora’s head office in Cambridge, UK may be required.

Benefits: For international appointments, Fauna & Flora 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
- Rest and Recuperation (R&R) support package

Hours of Work: This is a full-time position, working 40 hours per week Monday to Friday inclusive. These hours may vary depending on the requirements of the job in the field.
Job Description

Job Title: Grants & Operations Manager, South Sudan

Reports to: Country Manager, South Sudan

Line Manager of: Finance Manager, Logistics Officer(s) and Driver(s)

Key working relationships: Landscape Manager, Western Equatoria
Fauna & Flora South Sudan team
Senior Programme Manager, Eastern Africa
Finance Business Partner, East & Southern Africa
Other teams within Eastern Africa and the wider Africa Regional Programme

Purpose: The Grant & Operations Manager’s role is to ensure effective, transparent and legally appropriate management of the financial, administrative and operational functions of the Fauna & Flora South Sudan Programme. Enabling and supporting the teams, with conformity to specific funder requirements, Fauna & Flora’s policies and procedures and international best practice.

The role will oversee the day-to-day operations and financial management including ensuring all expenditure and operations are undertaken to the highest possible standards of donor and internal compliance. The role includes management of the finance and administration functions, coordination of grant compliance, logistics, systems and processes, in conjunction with colleagues in South Sudan and the UK where relevant. The role will be required to strengthen internal systems and procedures that enable Fauna & Flora programmes in South Sudan, to maintain an effective and dynamic team that delivers impactful conservation action.

Main Duties: Under the immediate supervision of Country Manager, South Sudan, the Grant & Operations Manager will have the following responsibilities:

Financial Management

- Ensure the following:
  - 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 both statutory and non-statutory funding
  - Relationships with relevant in-country partner NGOs and funding agencies are maintained and managed, to the extent required by the Country Manager
  - 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
• Ensure Fauna & Flora internal reporting requirements and all grant reporting requirements are met in an accurate and timely manner, working with, the Country Manager and programme technical staff
• Maximise use of internal Fauna & Flora systems to coordinate financial reporting processes and work proactively to ensure reporting and milestone deadlines are diligently met.
• Coordinate the annual budgeting and periodic reforecasting processes for the South Sudan programme working with the Country Manager, Senior Programme Manager, Eastern Africa, Finance Business Partner, East and Southern Africa and wider programme team.
• Ensure the administration of Fauna & Flora South Sudan's bank accounts are well managed and in accordance with Fauna & Flora’s Delegation of Authorities, policies and procedures, while managing and maintain a professional relationship with banks and being responsible for resolving bank related issues
• Ensure submission of statutory in-country returns, accounts etc., in a timely manner
• Facilitate both internal and external audits, ensuring swift and accurate responses to queries

Operational Management
• Oversee day to day financial, administrative and logistical management of the Fauna & Flora South Sudan programme, ensuring compliance with Fauna & Flora and donor operating standards, policies and procedures, contracts and grant agreements.
• Provide direction to programme technical staff, in logistical and operational planning matters to enable projects meet aims, objectives and timelines.
• Oversee Fleet Management and all other additional logistical tasks.
• Ensure effective risk management of security issues, under the direction of the Country Manager, within the East Africa region and communicate issues of concern, advising on potential impact on the staff, operations and finances.

Grant Management
• Ensure the effective administration of funds by:
  ➢ Ensuring funding and donor proposals and resulting contracts and grant agreements are appropriate and comply with Fauna & Flora operating standards and implementation conditions within South Sudan.
  ➢ Facilitating the development and implementation of in-country systems, policies and procedures, that accord, to the extent possible, with institutional systems, policies and procedures (including implementation of knowledge, data and IP management processes).
  ➢ Ensuring compliance with all of Fauna & Flora’s systems, policies and procedures in the South Sudan programme.
  ➢ Ensuring compliance with Fauna & Flora’s organisational Delegation of Authorities.
  ➢ Overseeing asset management including the recording, maintenance and tracking depreciation of Fauna & Flora assets.
  ➢ Ensuring compliance with national and institutional Health and Safety policies and procedures to manage and minimise financial and operational risk within the South Sudan programme.
• Facilitate dissemination and application of best practices and donor regulations in operational and financial management within the South Sudan programme, for statutory and non-statutory funding.
• Develop strategies to manage impacts on grant compliance caused by external factors, in collaboration with the Country Manager, Senior Programme Manager, East Africa and the wider Africa Programme Team.

• Provide input on strategic management of funder relationships, encouraging open and regular communication and hosting donor visits as required by the Country Manager and East Africa technical teams.

Legal Compliance

• Coordinate the legal compliance of Fauna & Flora’s operations in South Sudan, always acting to minimise organisational risk and liability, including:
  ➢ Ensuring the administration and maintenance of insurances, registrations, permits, letters of authority, etc., necessary for the continued presence of the Fauna & Flora South Sudan office and the implementation of Fauna & Flora operations in South Sudan
  ➢ Remain up-to-date with statutory and regulatory frameworks relevant to operations in South Sudan.
  ➢ Maintain effective working relationships with relevant government agencies, engaging and consulting with them as appropriate and submitting documentation, notifications etc. as required by legislation.

Human Resources (HR)

• Ensure Fauna & Flora complies with South Sudan employment and human resource management legislation through:
  ➢ Preparation and implementation of national contracts that comply with local labour laws, Fauna & Flora’s Delegation of Authorities and to the extent possible with institutional HR practice.
  ➢ Ensuring tax, social security and other mandatory systems are in place and in compliance with local labour and tax laws.
  ➢ Ensuring necessary visas, work permits, etc., are secured.

• Coordinate and oversee the recruitment and selection process, ensuring compliance with internal policies and procedures, employment law and in accordance with Fauna & Flora’s Delegation of Authorities.

• Carry out appropriate employment checks prior to appointments.

• Develop and implement induction and exit procedures in line with internal policies and procedures and best practice.

• Facilitate the contracting of consultants in accordance with Fauna & Flora templates, legislation and Fauna & Flora’s Delegation of Authorities.

• Advise Line Managers on HR related issues and processes, incorporating Fauna & Flora policy, and employment law and acting to minimise risk and liability to Fauna & Flora.

• Keep up to date with developments in employment law and best practice, bringing issues that may impact Fauna & Flora to the attention of the Country Manager, South Sudan, and the Snr People Partner, UK.

• Develop and maintain employee records, filing and storing data securely in accordance with institutional policies and procedures and data protection legislation.

• Coordinate periodic reviews and revisions of Fauna & Flora staff remuneration, terms of reference and contract preparation, in collaboration with the Country Manager and Senior Programme Manager, Eastern Africa.
IT and Office management

- Oversee IT and network operating systems including organisation of repairs and upgrades where appropriate to ensure functionality is fit for purpose.
- Manage the budget and necessary equipment procurement for office running costs under the guidance of the Country Manager.

Health & Safety

- Ensure compliance to Fauna & Flora’s global Health & Safety policies and procedures and Risk Assessment and Management Procedure and bring issues of concern to the attention of the Country Manager.
- Spearhead the development and implementation of nationally-relevant Health & Safety policies and procedures and ensuring monitoring of compliance is undertaken.
- Monitor Health & Safety and security, communicating issues of concern swiftly to the Country Manager, advising of the potential impact on staff, operations, projects, and finances.

Staff Management

- Provide strong and motivational line management the finance and operation teams through effective recruitment and selection, clear objective setting, continuous performance management, and training and personal development planning.

Partner Capacity Building

- Offer capacity building and advice on operational and financial management to partner organisations by:
  - Assessing and reviewing comprehensively, partner financial management and operational systems based on best practices to identify gaps and areas of improvement.
  - Providing effective recommendations on actions to address any gaps identified in partner financial management and operational systems.
  - Formulate plans with the partners to fulfill any actions recommended in addressing their financial management and operational systems gaps.

Communications and General

- Work as an active member of the Eastern Africa and 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 as appropriate.
- Proactively ensure regular, high quality and effective communication and coordination with the Country Manager and networks of colleagues in the UK and the Eastern Africa region.
- Represent Fauna & Flora and the South Sudan programme, at the request of the Country Manager and as needed, with third parties, government entities, donor agencies and partner NGOs, adhering to organisational values and commitments.

Perform any other tasks that may be requested from time to time that are appropriate to skills and experience with agreement with the Country Manager.
## 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>• Undergraduate degree in a relevant discipline or equivalent work experience in a relevant field</td>
<td>• Proven ability to assess capacity, mentor and develop skills of project staff</td>
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<td>• Fluency in English (spoken and written)</td>
<td>• Proven operational management skills in remote, developing countries. Financial qualification</td>
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<td>• Excellent operational management skills, that are mindful of practicability, and proven experience in process management; logistics planning; risk management; health, safety and security management; and legal compliance.</td>
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<td>• Excellent financial management skills including process management, budgeting, reforecasting and procurement</td>
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<td>• Excellent Information and Communication Technology (ICT) and data management skills, with proven ability use standard software packages and provide basic ICT support.</td>
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<td>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
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<td>• Excellent problem-solving skills</td>
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<td>• Excellent verbal communication, networking and interpersonal skills, with ability and confidence to interact, negotiate and persuade at all levels</td>
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<td>• Strong prioritisation and time management skills</td>
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<td>• Good written communication skills, including report and proposal writing</td>
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<td>• Professional experience working in operations and logistics management including fleet management?</td>
<td>• Working in Eastern Africa, preferably in South Sudan</td>
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<td>• Proven track record in health, safety and security management</td>
<td>• Managing / supporting management of large (100,000 USD plus) multiyear grants from statutory sources</td>
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<td>• Ability to lead and manage both decisions and people, in line with other decision makers, in high stress environments</td>
<td>• Managing an in-country HR function</td>
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<td>• Proven track record in financial management, including across a number of contracts/grants</td>
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<td>• Proven track record of providing effective line management</td>
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- Working in areas of current unrest, or in post conflict situations, and/or in dealing with situations arising as a result of wider unrest/conflict.
- Long-term experience living and working in remote locations with limited resources and amenities, and content to live in such conditions again for extended periods.

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<th>Behavioural qualities</th>
<th>Commitment to Fauna &amp; Flora’s values</th>
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<td>Commitment to organisational and legal compliance, and responsible management of donor funds</td>
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<td>Team player, with ability to seek out views of others and build positive working relationships</td>
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<td>Able to work effectively in a supervisory role, supporting managers and decision makers</td>
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<td>Confident in managing work in remote settings</td>
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<td>Ability to work under pressure and to deal with challenges in a positive and constructive way</td>
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<td>Commitment to working in a collaborative manner, sharing information and learning</td>
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<td>Ability to work within a multi-cultural environment</td>
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<th>Other</th>
<th>Willingness and ability to travel regularly and at short notice within South Sudan</th>
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<td>Willingness and ability to travel internationally when required</td>
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|       | An understanding of key issues impacting conservation in South Sudan and/or the East Africa region |
|       | Full driving license and willingness to drive in South Sudan |

**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 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 & Operations Manager, South Sudan’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 31st July 2023. Interviews are likely to take place during the week commencing 14th August 2023.

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

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 the HR team on email: hr@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity