“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

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Príncipe

With important forest and marine ecosystems and levels of endemism comparable to the Galapagos Islands, Príncipe is recognised world-wide for its high biodiversity and is designated as a UNESCO Biosphere Reserve. Fundação Príncipe (FP) is one of the few locally established NGOs operating on the island. It was established in 2015 to promote sustainable development and biodiversity conservation, through projects that strongly focus on supporting the local community and building local capacity. FP works closely with government to support their commitment to safeguard the island’s natural and cultural heritage. FP’s projects currently focus on sea turtle conservation, establishing and strengthening protected areas (marine and terrestrial), researching the unique fauna and flora of the island, promoting community livelihood, ecotourism and environmental sustainability.

Fauna & Flora has an established partnership with FP to strengthen the conservation of both marine and terrestrial biodiversity. The FP team has an exciting programme of activities including biodiversity and social surveys, establishing and strengthening protected areas, species conservation projects and capacity building support to local conservation agencies, and enhancing and diversifying local livelihoods. Engaging proactively with people is central to our strategy in São Tomé & Príncipe: local support is critical to this work and local people stand to gain the most from the protection of the island’s biodiversity.

The Opportunity

Fauna & Flora and FP are working with a consortium of partners to strengthen the conservation of the unique marine biodiversity of São Tomé & Príncipe. Funded by the Blue Action Fund, Rainforest Trust and Oceans 5, the project’s overall goal is to establish a network of Marine Protected Areas (MPAs) across São Tomé & Príncipe using a co-management approach. We are seeking a qualified, Portuguese-speaking candidate to join the project team to support the delivery of this exciting and ambitious project. Employed directly by Fauna & Flora and under secondment to FP, you will be based on the island of Príncipe.

You will contribute to island-wide conservation activity with a particular focus on MPA establishment and community co-management. The role will support the delivery of the project through provision of administrative and technical support, while also enabling the FP team to further develop their skills and knowledge in marine conservation. The post would be ideal for someone with excellent organisational and communications skills and experience in marine ecology and biodiversity conservation.

A collaborative team player, you will enjoy the challenges of working in a dynamic team located in a remote environment, where teamwork, resilience and creative approaches and thinking are required
to deliver project activities. A Bachelor’s degree or equivalent level qualification in a relevant discipline and experience working in remote and challenging environments are expected. In return, the role offers the opportunity to work in an exciting and complex seascape within two ground breaking and entrepreneurial organisations who are at the forefront of marine conservation.

**Terms and Conditions**

**Start Date:** As soon as possible

**Duration of Contract:** Fixed-term until 31 August 2026, with potential to extend subject to business need and funding availability

**Probation Period:** Six months

**Gross Salary:** EUR 26,846 per annum

**Location:** Santo Antonio, Príncipe, São Tomé & Príncipe

**Benefits:** For international appointments, Fauna & Flora expatriate benefits apply:

- 30 working days’ annual leave entitlement plus national public holidays observed in Príncipe
- Accommodation provision
- Medical insurance
- Relocation flight on commencement of employment (if applicable)
- Repatriation flight on termination of employment (if applicable)
- Annual return flight home (if applicable)

NB: This is an unaccompanied position

**Hours of Work:** This is a full-time position requiring flexible working.
Job Description

Job Title: Project Officer, Marine, São Tomé & Príncipe

Reports to: Programme Manager, Seascapes, São Tomé & Príncipe

Key working relationships: FP Executive Director, FP Project Manager and other FP colleagues, national counterparts and other local stakeholders, plus Fauna & Flora teams based in Cambridge, UK (e.g., Eurasia marine team including Senior Technical Specialist, Programme Manager, Technical Specialist and Programme Officer)

Purpose:
Under the immediate supervision of the Programme Manager, Seascapes, the Project Officer will provide efficient project level support, both technically and administratively, to facilitate the successful planning, implementation, reporting, monitoring and evaluation of the MPA project funded by Blue Action Fund, Rainforest Trust and Oceans 5. The role will enable effective implementation of the project, while also supporting and further strengthening the capacity of FP to deliver marine conservation activities and projects around Príncipe Island.

Main Duties:

Project Support:
• Support the Programme Manager to ensure that Fauna & Flora and FP’s institutional and administrative policies, protocols and processes are adhered to.
• Conduct routine financial tasks including procurement processes and review of monthly partner cashbooks.
• Maintain an effective record of contacts, project activities and financial expenditure.
• Review documents produced by project partners and support FP staff to continuously improve the quality of such internal documents.
• Manage project evidence required by the donor(s), in close coordination with the Programme Manager, Seascapes, and Technical Specialist, helping to ensure that all relevant documentation is on Fauna & Flora’s data management systems.
• Assist in the preparation of sub-grant agreements, intern agreements and consultancy contracts as necessary.
• Attend internal meetings and take and share meeting notes, ensuring appropriate support to the FP Project Manager and broader team on follow-up on agreed actions.
• Translate key project documents between English and Portuguese, including donor and technical reports, as required.
• Provide logistical support including for workshop and for travel by the team or visitors to project sites for project planning, management, technical and implementation support.
• Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with Fauna & Flora global policies and procedures and any donor and/or national policies and procedures.
Technical Support:

- Support project monitoring and evaluation ensuring logical framework milestones and indicators are attained within set timeframes and budgets.
- In coordination with the Technical Specialist, assist project partners in the design and implementation of marine field surveys and facilitate ongoing data gathering, cleaning and, where appropriate, analysis.
- Under the guidance of relevant specialists, coordinate local implementation of specific field activities and deliverables, including surveys to gather biophysical and/or socioeconomic data.
- Working with relevant specialists support the compilation and carry out analysis of project data and enable the project team to produce a high standard of scientific outputs (e.g., technical reports, papers).
- Contribute to the development of project specific reports (including donor, internal and technical), compiling supporting documents and ensuring timely and high-quality products.
- Provide project specific knowledge and information for fundraising activities.
- In coordination with the FP Project Manager and Programme Manager, Seascapes, track and follow up project deliverables assigned to partners and consultants, ensuring timely submission of high-quality outputs.
- Support relevant partner staff and Fauna & Flora colleagues in the gathering, consolidating and sharing of lessons learnt.

Partnerships:

Under the guidance of the Programme Manager, Seascapes and FP Executive Director:

- Liaise with relevant staff to identify technical and administrative capacity gaps or any other issues with partner capacity to successfully deliver projects.
- Implement agreed strategies to support FP to build capacity for and credibility in marine conservation, including mentoring and guiding FP staff and ensuring access to information and training where relevant.
- Where appropriate provide training to FP staff, including, for example, basic English, IT skills and fieldwork techniques.
- Ensure alignment and good relations are upheld with partner NGOs and private sector players operating in the seascape, particularly on Príncipe Island.
- Ensure that the project, FP and Fauna & Flora continue to be well positioned, locally respected and valued by relevant authorities and development and civil society actors.

Communications and Representation:

- Maintain and update the project website and produce weekly posts for dissemination via social media channels.
- Support development of project specific internal and external communication materials and initiatives, in accordance with the project communication plan.
- Represent the project, as required, at the sub-national level in respect to key counterparts, including government, national and international NGOs, and other relevant stakeholders.
- Prepare high quality power point presentations and communications based on literature reviews and other project activities and learning.

General:

- Ensure that excellent communication is maintained with the designated line manager and FP team.
- Perform any other tasks that may be requested from time to time that are appropriate to your skills and experience.

## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td><strong>Financial / budget management skills</strong></td>
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<tr>
<td>• Excellent organisational and administrative skills</td>
<td>• Ecological or social field surveys</td>
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<td>• Proven ability to collaborate effectively with partner organisations</td>
<td>• Proficiency and familiarity with statistical analyses</td>
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<td>• Fluency in written and spoken Portuguese and English</td>
<td>• Proficiency with GIS software</td>
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<td>• Technical skills relating to marine ecology and conservation</td>
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<td>• Proficiency in handling socio-ecological data</td>
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<tr>
<td><strong>Knowledge and experience</strong></td>
<td><strong>Demonstrable experience of project management</strong></td>
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<tr>
<td>• A Bachelor’s degree or equivalent level qualification in a conservation / natural resource management or social science</td>
<td><strong>Field experience with the Spatial Monitoring and Reporting Tool (SMART)</strong></td>
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<td>• Relevant experience in conservation project support in a similar level role</td>
<td><strong>Experience working with coastal communities on natural resource management</strong></td>
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<td>• Experience in experimental design, field data collection and data management, including creation and management of databases</td>
<td><strong>Experience working with small-scale fisheries and/or MPAs</strong></td>
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<tr>
<td>• Experience in handling communications materials and initiatives</td>
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<td>• Experience working alongside or within Civil Society Organisations to strengthen capacity</td>
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<td>• Experience working within a small team in remote environments</td>
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<td><strong>Behavioural qualities</strong></td>
<td><strong>Demonstrable experience of project management</strong></td>
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<td>• Demonstrates Fauna &amp; Flora’s values</td>
<td><strong>Field experience with the Spatial Monitoring and Reporting Tool (SMART)</strong></td>
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<td>• Self-motivated, independent and resourceful</td>
<td><strong>Experience working with coastal communities on natural resource management</strong></td>
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<tr>
<td>• Ability to deal with challenges in a patient, flexible and positive way</td>
<td><strong>Experience working with small-scale fisheries and/or MPAs</strong></td>
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<td>• Capable and effective communicator</td>
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<td>• Builds positive personal and organisational relationships</td>
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<td>• Commitment to conservation and community-led development process and empowering local people</td>
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<td>• Excellent team player who is happy and able to provide support to others</td>
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Ability to work independently and use initiative to solve problems
High standards of integrity, professionalism, and impartiality

Other
Previous experience living in isolated locations such as small and remote islands for extended periods

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 bethan.new@fauna-flora.org. Previous applicants need not apply.

Please mark your application ‘Project Officer, Marine, São Tomé & Principe’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is Thursday 11 January 2024. Interviews are likely to take place during the week commencing 22 January 2024.

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 Bethan New, People Officer, International on bethan.new@fauna-flora.org.

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