Country Manager, DRC

“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.

The Africa Programme

Working closely with local partners, Fauna & Flora's Africa Programme currently operates in 14 countries in West, Central, East and Southern Africa and implements a range of projects focusing on both terrestrial and marine 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 uses different approaches to work 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

The DRC Programme

Fauna & Flora's DRC Programme has been active in the Maiko-Kahuzi Biega Landscape in the eastern DRC since 2008. Currently the programme operates in three local community forest concessions (CFCLs: Bitule, Omate, and Kanyama) along with sectors of Maiko and Kahuzi Biega National Parks, implementing a range of activities focused on the conservation of great apes and other key species and their habitats.

A particular emphasis of our work is to attain co-existence: accompanying and building the capacity of communities and other local stakeholders towards the sustainable management of natural resources in protected areas and community forests for the benefit of both people and wildlife. This bottom-up approach to engagement with communities has been successful in the three aforementioned community forests and Fauna & Flora would like to ensure that this is maintained into the future, as well as apply the same principles and practices to increase conservation impact across the wider area. Fauna & Flora is currently embarking on an ambitious expansion of its activities in the Maiko Landscape, in particular within Maiko National Park (MNP) where through a co-management agreement with the Congolese Institute for Nature Conservation (ICCN - Institut Congolais pour la Conservation de la Nature), we seek to ensure long-term a DRC-owned and implemented approach to the sustainable conservation of wildlife, ecosystems and biodiversity, with people’s rights placed front and centre.
The Opportunity

Fauna & Flora is seeking a highly competent and effective conservation professional to fulfil the role of Country Manager, DRC, leading and assuming responsibility for the development, management and implementation of Fauna & Flora’s ambitious programme of work in DRC. The successful candidate will have experience in providing technical input into the design, development, implementation and evaluation of biodiversity and conservation projects within a politically and conflict sensitive environment, including fundraising for landscape scale projects, in Africa. They will also demonstrate a proven track record in operational (including environmental and social safeguards), project, grant and financial management at a similar level and be skilled in providing strategic direction.

Excellent leadership and people management skills are essential to the role to build and lead a professional 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 at senior level with partner organisations and relevant stakeholders, including donors, funders and government.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Two year fixed-term contract with the potential for renewal
Probation Period: Six months
Gross Salary: Commensurate with skills and experience
Location: Goma, DRC
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

Hours of Work: This position is a full-time position, working Monday to Friday from 8am to 5pm, although this may vary depending on the demands of fieldwork.
Job Description

Job Title: Country Manager, DRC

Reports to: Senior Programme Manager, West and Central Africa (SPM-WACA)

Line Manager of: Landscape Director, Maiko Landscape, DRC, Grant and Operations Manager, DRC, Project Director, Maiko National Park, DRC

Key working relationships: Africa Regional Team (UK)
Finance Business Partner, West and Central Africa (UK)
Technical cross-cutting, Operations, Development and Communication teams (UK)
Fauna & Flora fundraising teams (UK)

Purpose:
The Country Manager will be responsible for the effective development, management and implementation of Fauna & Flora's DRC Programme. With an excellent knowledge of conservation and a forward-thinking approach, the Country Manager will provide excellent technical and operational leadership to both the Fauna & Flora team and partners. The Country Manager will represent Fauna & Flora in DRC and also have overall responsibility for ensuring full compliance with both local laws and regulatory frameworks, donor requirements and Fauna & Flora internal policies and procedures.

Specific Duties:

Programme Management
- Lead effective negotiations with international, national and local stakeholders that enables the successful implementation of Fauna & Flora's work in DRC
- Represent F&F in relationship building with government, policy makers, technical partners and donors
- Maintain oversight of, and accountability for required legal and financial administration processes, registrations and insurances to ensure the legal compliance of Fauna & Flora’s operations in DRC
- Act as the legal representative of Fauna & Flora in DRC, as appropriate
- Ensure effective administration of Fauna & Flora’s operations in DRC, including development and implementation of in-country systems, policies and procedures, that accord, to the extent possible, with Fauna & Flora institutional systems, policies and procedures and Delegation of Authorities

Programme Development and Fundraising
- In line with Fauna & Flora’s organisational strategy, lead the design, implementation and management of the DRC programme
- Assess changes in the external operating environment and conservation sector, keeping the SPM-WACA informed and updated, and if required ensuring these changes are reflected in the country approach
• Contribute to raising the profile of Fauna & Flora within country, strategically networking and negotiating with government agencies, donors and other national and international agencies encouraging a broad understanding of Fauna & Flora

• In collaboration with the SPM-WACA, ensure that the DRC programme and all projects are well resourced, and have credible future pipeline options, including but not limited to:
  o Developing, inputting to and at times leading project concepts and proposals, in line with approved strategic plans
  o Identifying and developing opportunities to raise funds for projects

**Partnership Support and Development**

• Ensure effective collaboration within Fauna & Flora networks and collaborators including government ministries and wildlife authorities, local and international NGOs, civil society groups, corporates and small community-based organisations (CBOs)

• As agreed, provide development and capacity support to identified Fauna & Flora partners, to ensure those partners are risk minimal and receive the long-term capacity required to deliver a joint conservation vision

**Operational Leadership and Management**

• Oversee, or where relevant manage, all grants in line with Fauna & Flora and donor requirements

• Ensure that projects and funds remain within the remit of their initial design, budget and proposal and prepare any amendments when necessary

• Provide sound technical advice on all aspects of programme delivery and management

• Assume overall responsibility for the country programme’s monitoring and evaluation of projects

• Ensure that all Fauna & Flora policies and procedures are adhered to at all times

• Be accountable for full compliance with donor contracts including all terms and conditions and reporting requirements

• Be responsible for ensuring the identification, minimisation and management of safeguarding issues and risks and the implementation of safeguarding priorities and good practice for the DRC programme

**People Leadership and Management**

• Manage and lead the country team within a clear performance management framework, promoting a culture of high performance, continuous improvement, positive communication and teamwork

• Create an environment of sharing, learning and empowering within the team

• Ensure appropriate and inclusive staffing structures are in place, while playing an active role in key recruitments to ensure these structures are adequately filled

• Ensure full compliance to all local labour laws, and social security and tax requirements of DRC

• Interpret and apply all Fauna & Flora’s HR policies and terms and conditions consistently and effectively, and in line with the DoA and ensure that all staff are aware of and comply with these

• Ensure that the SPM-WACA and UK HR are aware of all liabilities arising from labour law that might impact staff and budgets

• Assume overall responsibility for ensuring compliance with safeguarding requirements and good practice for the DRC programme
Financial and Budget Management
- Be accountable for the financial management of the entire country programme
- With support from the Finance Business Partner, develop the annual institutional budget for DRC and ensure expenditure stays within budget
- Ensure the required financial controls are in place and are implemented
- Ensure operations are cost effective through regular review of resource usage, and that there is a team culture of cost effectiveness
- Ensure all assets are maintained and insured, and records such as an asset management register and vehicle maintenance and use logs are kept

Safety and Security
- At all times, be aware of the security situation in DRC and its impact on both Fauna & Flora staff and project activities
- Fulfil the leadership role when safety and security risks are identified, taking appropriate action to ensure staff safety at all times
- Ensure the development and updating of both Security and Health & Safety policies and procedures, ensuring compliance with national and institutional policies and procedures
- Ensure a risk register is regularly updated and communicated to the SPM-WACA
- Undertake an annual (and as required) review of the country programmes security plan and ensure the mitigation of any identified risk
- Ensure compliance to Fauna & Flora Travel Policies and Procedures when business travel is necessary

Other
- Effectively manage internal communications and external communications
- Perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of Fauna & Flora and its Programmes
- As a member of the wider Africa team participate in Africa team meetings, communicate effectively with the wider team and contribute to regional programme planning and monitoring

Responsibilities may be modified, added reasonably or delegated from time to time to reflect changes in the organisation's activities and structure.
# Person Specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• Excellent programme leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
<td>• Knowledge of Kiswahili will be an asset</td>
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<td>• Excellent project management skills with proven experience in project design, development, implementation, monitoring and evaluation</td>
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<td>• Excellent financial management and numeracy skills, including budgeting and reforecasting</td>
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<td>• Outstanding and proven negotiation and conflict resolution skills</td>
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<td>• Strategic planning skills</td>
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<td>• Technical conservation skills</td>
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<td>• Excellent verbal communication and networking skills, with the ability to present at all levels with confidence and credibility</td>
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<td>• Strong written communication skills, including report and proposal writing</td>
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<td>• Fluency in French and English (spoken and written)</td>
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<td>• Strong prioritisation and time management skills, ability to work to multiple deadlines</td>
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<tr>
<td>• Confident and proficient in the use of MS Office</td>
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<tr>
<th>Knowledge and experience</th>
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<tr>
<td>• Substantial professional experience in conservation programme management with a particular focus on the implementation of sustainable and holistic solutions</td>
<td>• Degree or equivalent qualification in conservation biology or a related discipline</td>
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<tr>
<td>• Substantial experience of strategic thinking, including identifying, analysing, problem solving and responding to opportunities and challenges and the ability to translate into practical plans of action</td>
<td>• Experience of public speaking and communicating to the media</td>
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<tr>
<td>• Proven programme development and fundraising record, with experience nurturing and managing donor relationships and securing substantial funding</td>
<td>• Relevant experience in conservation approaches to ensuring human rights, working with and through partner organisations and local communities, financing mechanisms including carbon payments, conservation</td>
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<td>• Significant experience of the financial management of multi-million USD or equivalent budgets, including preparing</td>
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<td><strong>financial projections, general financial management and reporting</strong></td>
<td><strong>offsets and conservation policy</strong></td>
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<tr>
<td>- Understanding and experience of the statutory and regulatory frameworks within which to operate</td>
<td>- Relevant experience in DRC</td>
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<tr>
<td>- Working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities</td>
<td>- Substantial experience of managing security and developing and overseeing emergency preparedness plans as it relates to staff and programme activities</td>
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<td>- Managing teams to deliver complex projects</td>
<td>- 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.</td>
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<td>- Building capacity, training and/or mentoring for more effective conservation action</td>
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<td>- 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.</td>
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<th><strong>Behavioural qualities</strong></th>
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<tr>
<td>- Demonstrates Fauna &amp; Flora’s values</td>
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<td>- Commitment to organisational and legal compliance and the responsible management of donor funds</td>
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<td>- Commitment to inclusive programme of work at national and global levels</td>
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<td>- Output-driven</td>
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<td>- Rigorous and diligent approach to work</td>
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<td>- Ability to work under pressure</td>
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<td>- Ability to lead the programme independently in a remote setting with logistical constraints</td>
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<td>- Ability to represent Fauna &amp; Flora in politically sensitive or unsettled contexts</td>
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<td>- Team player, demonstrating ability to seek out and harness the views and contributions of others</td>
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<td>- Ability to build positive personal and organisational relationships</td>
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<td>- Ability to work in a multi-cultural environment</td>
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<td>- Flexible and respectful of colleagues in approach to work</td>
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<th><strong>Other</strong></th>
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<td>- Willingness and ability to travel regularly and at short notice within DRC</td>
<td>- Full driving license and willingness to drive in Goma, DRC</td>
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<td>- Willingness and ability to travel internationally when required</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 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 ‘Country Manager’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday 14 January 2024**. The first interviews are likely to take place during the week commencing **22 January 2024**. Candidates selected for interview will be contacted by email or telephone - please state your preferred method of contact in your cover letter and indicate where you saw the job advert.

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