“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.

Cabo Verde Programme

Situated in the Atlantic Ocean almost 500 kilometres off the west coast of Africa, Cabo Verde is an archipelago nation comprising ten major islands and a number of smaller, uninhabited islets. Recognised as a global hotspot for marine biodiversity, Cabo Verde supports a high diversity of emblematic and unique wildlife, including over 20 species of whale, dolphin and porpoise, more than 60 types of sharks and ray, and myriad tropical and sub-tropical fish. The archipelago’s beaches form the world’s third-largest loggerhead turtle nesting ground, and all five endangered sea turtle species forage in its coastal waters. On land, despite the very dry climate experienced by most of the islands, Cabo Verde is home to a wide variety of terrestrial species including plants, reptiles, and birds found nowhere else in the world.

In response to increasing pressure on ocean life from tourism development, coastal habitat destruction, and unsustainable and illegal fishing practices such as shark finning, Fauna & Flora initially began working with Cabo Verdean partner organisations in 2012 to protect marine ecosystems. Since then, our portfolio of conservation projects has expanded to include protecting threatened and endemic trees from threats such as overgrazing and invasive species, and our network of local partners has grown to include NGOs across the country: Fundação Maio Biodiversidade (Maio island), Project Biodiversity (Sal island), Biosfera I (São Vicente island), Terrimar (Santo Antão island), Projeto Vitó (Fogo island), and Biflores on the island of Brava. Through this partner network, we work to support increased collaboration at the national level, to join up and coordinate both terrestrial and marine conservation, as well as to improve conservation capacity and relationships with government in the archipelago.

Cabo Verde Team

Fauna & Flora is in the process of establishing an in-country office on Cabo Verde with an initial team of six staff, including the Country Manager. Recognising that our work to support partner led conservation across Cabo Verde is growing in scale, we are establishing an in-country office and team to ensure greater locally based support to our partners.

The Cabo Verde team forms part of Fauna & Flora’s Eastern Atlantic Islands Programme, a geographic programme which currently focuses on supporting partner led work on Sao Tome e Principe and Cabo Verde. Work across the Eastern Atlantic Islands Programme is coordinated by two staff, based out of our Cambridge office (a Senior Programme Manager and Programme Officer). The EAI programme team directly oversees and supports our work on Cabo Verde and helps to ensure effective and cohesive collaboration and support from Fauna & Flora’s various technical and operational teams.
The Opportunity

Fauna & Flora is seeking a highly experienced conservation professional to fulfil the role of Country Manager, Cabo Verde, assuming responsibility for setting up our in-country office and for ongoing development of our programme there. You will join Fauna & Flora at an exciting time, shifting the Cabo Verde work from a partner support role historically managed by the Cambridge, UK-based team toward a full-time, in-country presence to permit closer collaboration and oversight of a wide range of projects and partnerships across the archipelago.

The successful candidate will have experience in providing technical input into the design, development, implementation and evaluation of biodiversity and conservation projects within Cabo Verde. They will also demonstrate a strong proven track record in operational, project, and financial management at a similar level and be skilled in providing strategic advice. Strong 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 government representatives and donors.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: 6 months
Gross Salary: USD 36,000 per annum
Location: Mindelo, Cabo Verde
Benefits: National benefits will apply
Hours of Work: This is a full-time position, working 40 hours per week Monday to Friday inclusive.

Job Description

Job Title: Country Manager, Cabo Verde
Reports to: Senior Programme Manager, Eastern Atlantic Islands, Eurasia (SPM)
Line Manager of: Grant Manager, Marine Protected Areas (GM)
               Finance Manager, Cabo Verde
               Community Manager / Technical Specialist, Cabo Verde
               Sustainable Finance and Enterprise Technical Specialist, Cabo Verde
Programme Administrative Assistant, Cabo Verde
Matrix management (shared with SPM) of GM

Key working relationships: Director of Operations, Eurasia (DO)
Eurasia Regional Team (UK)
Finance Business Partner, Eurasia
Senior People Adviser, International (UK)
Fauna & Floras Cross cutting, Operations, Development and
Communication teams
In-country partners

Purpose:
The Country Manager will be responsible for design, implementation and the management of the Cabo Verde Programme in alignment with the Fauna & Floras organisational strategy. 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 Cabo Verde and have overall responsibility for ensuring full compliance with both local laws and regulatory frameworks, donor requirements and Fauna & Flora internal policies and procedures.

Main Duties:
Programme Set-up and Ongoing Management
The initial period will involve completing the registration process for Fauna & Flora in Cabo Verde, setting-up, and resourcing a Fauna & Flora Cabo Verde office according to the local regulations, then ensuring the ongoing operational management of the programme.

This will involve but not be limited to:

- Acting as the legal representative of Fauna & Flora in Cabo Verde as appropriate
- Liaising with the local lawyers, and government departments about Fauna & Flora’s registration as required
- Ensuring Fauna & Flora is fully registered and compliant for NGO status in Cabo Verde including administering and maintaining insurances, registrations, permits, letters of authority etc.
- Ensuring national contracts 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 in compliance with local labour and tax laws
- Developing and implementing Standard Operating Procedures (SOPs) to mitigate potential risk to Fauna & Flora operations and staff within the Cabo Verde programme, standardised with wider Fauna & Flora SOPs where possible and appropriate

Strategic Planning and Implementation

- Ensure a full understanding of Fauna & Flora’s organisational strategy and objectives, and in collaboration with the SPM, lead the design, implementation and management of the Cabo Verde programme and projects, engaging staff, and other stakeholders in the process
- Assess changes in the external operating environment and conservation sector, while keeping the DO and SPM informed and updated and if required ensuring these changes are reflected in the country approach
- As a member of the wider Eurasia team participate in Eurasia team meetings, communicate
effectively with the wider team and contribute to regional programme planning

- Actively contribute to projects and programmes at a regional level, which require the involvement of the Cabo Verde Programme

**Country Programme Development**

- Contribute to raising the profile of Fauna & Flora within country, strategically networking with government agencies, donors and other national and international agencies encouraging a broad understanding of Fauna & Flora
- In collaboration with the SPM, ensure that the Cabo Verde programme and all projects are well resourced, and have credible future pipeline options, including but not limited to:
  - Developing, inputting to and at times leading project concepts and proposals, in line with approved strategic plans
  - Identifying and developing opportunities to raise funds for projects
- As agreed with the SPM, DO and Fauna & Flora’s Senior Leadership Team (SLT), explore the potential for programme expansion (activities and/or geographically) and develop the potential for further programme funding

**Partnership Support and Development**

- Ensure effective collaboration within Fauna & Flora networks and collaborators including government ministries and environment authorities, local and international NGO’s, civil society groups, corporates and small community-based organisations (CBOs)
- Act as Fauna & Flora’s Partner Point Person for in-country partners
- As agreed, provide development and capacity support to identified Fauna & Flora partners, ensuring those partners minimise risk and receive the long-term capacity required to deliver a joint conservation vision

**Operational Leadership and Management**

- Ensure all grants are managed 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
- Oversee 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 Cabo Verde 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 Cabo Verde
• Interpret and apply all Fauna & Flora’s HR policies and terms and conditions consistently and effectively, and in line with Fauna & Flora’s Delegation of Authority (DoA) and ensure that all staff are aware of and comply with these
• Ensure that the SPM and UK HR are aware of all liabilities arising from labour law that might impact staff and budgets

Financial and Budget Management

• Be accountable for the financial management of the entire country programme
• With support from the Finance Business Partner and the Senior Programme Manager, Eastern Atlantic Islands oversee develop the annual institutional budget for Cabo Verde 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 Cabo Verde 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, updating and compliance of both Security and Health & Safety policies and procedures
• Ensure a risk register is regularly updated and communicated to the SPM
• 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

Communications

• Effectively manage internal communications and external communications in collaboration with the SPM, the DO and Communications team in the UK

Other

• With the agreement of the SPM and DO, 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
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
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<td>• Excellent programme leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</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>• Strategic planning skills</td>
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<td>• Technical conservation skills</td>
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<td>• Excellent interpersonal and verbal communication and networking skills, with ability to present, negotiate and persuade 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 English and Portuguese (spoken and written)</td>
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<td>• Strong prioritisation and time management skills, with ability to work to multiple deadlines</td>
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<td>• Confident and proficient in the use of MS Office</td>
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<td><strong>Knowledge and experience</strong></td>
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<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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<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 setting up and registering a country programme</td>
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<td>• Proven programme development and fundraising record, with experience nurturing and managing donor relationships and securing substantial funding</td>
<td>• Experience of public speaking and communicating to the media</td>
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<td>• Relevant experience in conservation approaches to ensuring human rights, working with and through partner organisations and local communities</td>
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- Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities
- Significant experience of the financial management of large budgets, including preparing financial projections, general financial management and reporting
- Understanding and experience of the statutory and regulatory frameworks within which to operate
- Experience managing teams to deliver complex projects
- Understanding of operational risk management
- Relevant experience in Cabo Verde
- Experience in institutional development and capacity building
- Substantial experience of managing security and developing and overseeing emergency preparedness plans as it relates to staff and programme activities

**Behavioural qualities**
- Demonstrates Fauna & Flora’s values
- Commitment to organisational and legal compliance and the responsible management of donor funds
- Commitment to inclusive programme of work at national and global levels
- Output-driven
- Rigorous and diligent approach to work
- Ability to work under pressure
- Ability to lead the programme independently in a remote setting with logistical constraints
- Ability to represent Fauna & Flora in politically sensitive or unsettled contexts
- Team player, demonstrating ability to seek out and harness the views and contributions of others
- Ability to build positive personal and organisational relationships
- Ability to work within a multi-cultural environment

**Other**
- Ability to travel regularly, both within country and internationally, sometimes for weeks at a time
- Entitlement to work in Cabo Verde
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 Sara.Calcada@fauna-flora.org.

Please mark your application ‘Country Manager, Cabo Verde’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is Sunday 7 January 2024. Interviews are likely to take place during the week commencing 22 January 2024.

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

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