Operations and Finance Manager, Chimanimani National Park

“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.

Mozambique Programme

Fauna & Flora has been involved in wildlife conservation and management in Mozambique for many years, and took on management of the Niassa Game Reserve with SGDRN in the late 1990s. Alongside continued support to Niassa through various partnerships, and specifically through work in Chuilexi Conservancy, a vast 7,500Km2 block in the East of the Reserve, Fauna & Flora’s portfolio within Mozambique also includes direct support to Chimanimani National Park (CNP) and a nascent marine programme.

Focusing on finding long-term and locally owned solutions to the conservation of biodiversity and nature, the goal of Fauna & Flora’s Mozambique programme is to be, and to be recognised as, a valued partner in the conservation of Mozambique’s biodiversity, working with and supporting government and other local, national and international partners by supporting the locally led conservation and management of Mozambique’s biodiversity, supporting the national and international recognition of Mozambique’s biodiversity, and supporting Mozambique to achieve gains for biodiversity and people whilst engaging with business, infrastructure and development.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Gross Salary Range: Circa MZN 3 795 000.00 metical per annum

Location: Chimanimani National Park, Chimoio, Mozambique with travel within Mozambique to Fauna & Flora project sites, and to Maputo.

Benefits: 25 working days’ annual leave entitlement plus national public holidays observed in Mozambique
Medical Insurance, for you and up to three dependents

Hours of Work: This is a full-time position, working 40 hours per week Monday to Friday inclusive.
Job Description

Job Title: Operations and Finance Manager, Chimanimani National Park

Reports to: Chief Park Warden, Chimanimani National Park

Key working relationships: Country Manager – Mozambique Africa Programme Team (UK)
Finance Business Partner, Africa (UK)
Grants & Operations Manager, Mozambique
Project Steering Committee
Senior Programme Manager Operations, Africa

Line Manager of: Infrastructure Officer CNP
Maintenance Officer CNP
Grants Officer CNP
Finance and Administrative Officer CNP
Communication Officer CNP
HR Officer CNP
IT Officer CNP

Purpose: The role is to ensure effective and high-quality management of the financial and administrative functions of Chimanimani National Park that underpin the Park’s operations and conservation activities, especially relating to the use of external funding such as from donor/grant funds. The role will manage day-to-day financial accounting and administration including ensuring all expenditure and operations are undertaken to the highest possible standards of donor and internal compliance. The role will be required to support the continuing development of CNP’s systems and governance, to ensure the Park remains able to deliver impactful conservation action. The role will be key in ensuring coordination and implementation of all operational plans and working together with all teams in the park. This will be achieved in full compliance with Fauna & Flora and donor financial guidelines and funding agreements.

Main Duties: To coordinate and implement all operational and financial obligations under the Co-management Agreement between ANAC and Fauna & Flora for CNP.

Specific Duties:

- Responsible for operational aspects at CNP including but not limited to the following: infrastructure development, fleet management, logistics, aspects of law enforcement, HR, communications, procurement, recruitment, compliance, governance and financial management.
- The Operations Manager will be responsible for maintaining an up-to-date Financial Management Manual, drafted in accordance with the sound practices of the industry, Fauna & Flora’s standard operating procedures and according to local legislation.
- Oversight on issues including but not limited to the daily financial management of CNP including but not limited to revenues, tax controls, audit systems, the allocation and control of authorizations for expenses, the establishment and financial management of CNP’s bank accounts.
• Ensure internal and external financial reports are submitted on time as agreed.
• Arranging, coordinating and leading annual detailed formal internal and external audits as per agreed procedure, standards and aligning with local legislation.
• Compile an asset register for CNP to record all existing assets which will include all moveable and immovable assets.
• Maintain asset register on annual basis.
• Apply and adopt ethical, sound and responsible practices to achieve best practices in the management, financing and sustainable development of the CNP, under the terms of the Co-management Agreement, the Business Plan and Mozambican legislation;
• Develop Standard Operating Manual and procedures needed for the effective operational management of CNP operations.
• Preparing the annual budget in conjunction with the Chief Park Warden and support from PSC.
• Pro-actively contribute to the development of a joint business Plan between Fauna & Flora and ANAC for the Project in year one of the agreement.
• Implementation and annual revision of the business plan.
• The implementation of environmental protection and safeguards in accordance with international best practice, including applying best practice environmental and sustainability standards to any new infrastructure.
• Under the guidance of technical specialist social safeguards, Africa lead the implementation of social safeguards in accordance with international best practice.
• Annual audit of training needs for CNP team and development and implementation of an annual training plan
• Responsible for ensuring compliance with the terms and conditions stipulated to operate in the CNP, by tour operators and / or concessionaires in conjunction with PMU.
• Ensure that project activities align with the management plan of CNP.
• Ensure TORs are established for each position in CNP (following organogram), are approved by the Park Warden and the PSC and signed as understood by the employee.
• Ensure CNP compliance with all local and international standards/legislation required relating to the operations at CNP.
• Work in full compliance with Fauna & Flora protocols, ensuring work is done to high quality and within budget

Other:

• Work as an active member of the Mozambique and wider Africa team and attend Mozambique and Africa team meetings and work planning sessions as required.
• Provide technical input, where appropriate and requested, on other work undertaken by the Mozambique 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 Operations manager CNP’s skills and experience, and relevant to the scope of this role.
# Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Fluent written and spoken English  
          • 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;  
          • Excellent financial management, within proven experience in process management, budgeting, reforecasting and procurement;  
          • Excellent Information and Communication Technology (ICT) and data management skills, with proven ability use standard software packages and provide basic ICT support;  
          • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence;  
          • Strong problem-solving skills;  
          • Strong verbal communication, networking and interpersonal skills, with ability and confidence to interact, negotiate and persuade at all levels;  
          • Strong prioritisation and time management skills;  
          • Ability to lead and manage both decisions and people, in line with other decision makers, in high stress environments. | • Proven ability to assess capacity, mentor and develop skills of Project Staff;  
          • Proven operational management skills in remote, developing countries. |

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<th>Qualifications</th>
<th>Essential</th>
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<td>• Undergraduate degree in a relevant discipline or equivalent work experience in a relevant field.</td>
<td>• Financial qualification.</td>
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<th>Experience</th>
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|            | • Professional experience working in operations and logistics management;  
          • Proven track record in health, safety and security management;  
          • Proven track record in financial management,  
          • including across a number of contracts/grants  
          • Proven track record of effective line management;  
          • Supporting donor reporting; |  |
- 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.

### Behaviour Qualities
- Demonstrates Fauna & Flora’s values;
- Self-motivated, independent and resourceful;
- 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;
- Commitment to working in a collaborative manner, sharing information and learning;
- Ability to work within a multi-cultural environment.

### Others
- Willingness and ability to travel regularly and at short notice within Mozambique;
- Willingness and ability to travel internationally when required.
- Pre-existing right to work in Mozambique.
- An understanding of key issues impacting conservation in Mozambique;
- Full driving license and willingness to drive in Mozambique.
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 Rosario.Manuel@fauna-flora.org

Please mark your application ‘Operations and Finance Manager, Chimanimani National Park’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 10th January 2024. Interviews are likely to take place during the week commencing 20 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 Rosario.Manuel@fauna-flora.org

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