



Country Director, FFI Cambodia Country Programme, Asia-Pacific

“In the past century FFI 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,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Cambodia Programme

Cambodia supports a rich variety of wildlife and habitats, including Asian elephants, Siamese crocodiles, giant ibises, the largest freshwater lake in Southeast Asia, pristine rainforests and important coastal habitats. FFI has been working to support biodiversity conservation and sustainable development in Cambodia since 1996, and established a programme office in Phnom Penh in 2000.

Achievements of the Cambodian programme include: conducting the first benchmark surveys of tigers, elephants, Siamese crocodiles and other wildlife in northern, eastern and southwest Cambodia; contributing to the creation of two major protected areas in the Cardamom Mountains; establishing three community-based wetland sanctuaries; training protected area managers in two wildlife sanctuaries; assisting development of national legislation; developing toolkits for addressing human-elephant conflict; helping to establish Cambodia's first marine protected area; establishing Cambodia's first Masters of Science course and national reference collections; publishing Cambodia's first scientific journal, a national field guide to amphibians, and national guidelines for sustainable development in protected areas.

The Opportunity

FFI is seeking a Country Director to promote, develop, oversee and provide strategic direction to its Cambodia Country Programme and staff. As Country Director, you will be a highly experienced conservation professional, able to take responsibility for the operational management, implementation and development of FFI's conservation strategy and programme of projects in Cambodia.

You will have a strong proven track record in operational, project, grant and financial management at a senior level in a similar international organisation level, and be skilled in providing strategic

advice and technical input to the design, development, implementation and evaluation of projects. 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 at senior level with partner organisations and relevant stakeholders, including donors and funders, and colleagues in Headquarters and across the world.

You will have a strong track record in fundraising, experience in institutional development and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in Cambodia, as well as a commitment to organisational and legal compliance.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Open
Probation Period:	Six months
Gross Salary Range:	USD 50,000 – USD 60,000 per annum
Benefits:	For international appointments, FFI expatriate benefits will apply <ul style="list-style-type: none">➤ 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)➤ Accommodation allowance
Location:	FFI Cambodia Programme Office, Phnom Penh, with regular travel across Cambodia
Hours of Work:	This is a full-time position, working Monday to Friday from 8.00am to 5.30pm, with a one and half hour lunch break between 12.00pm and 1.30pm. NB: This is an unaccompanied position

Job Description

Job Title:	Country Director, FFI Cambodia Country Programme
Reporting to:	Director of Operations, Asia-Pacific
Line Manager of:	FFI Cambodia Country Programme Team members

Key Internal

Relationships: Asia-Pacific Programme Team (Asia and UK)
Finance Teams (Asia and UK)
Finance Business Partner, Asia-Pacific (UK)
Operations Teams (Asia and UK)
Cross-cutting Teams
Development and Communications Teams

Working with: The Country Director will routinely liaise with national and local government agencies, communities and community-based organisations, partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of FFI at all times.

Purpose:

The Country Director, FFI Cambodia Country Programme will lead on the strategic planning and development of the programme, proactively identifying funders and donors and developing relationships and partnerships to support a sustainable conservation programme in Cambodia and the Asia-Pacific region, in line with FFI's mission, vision and strategic aims. S/he will oversee programme and project implementation, ensuring sound operational and financial management and compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. The Country Director will strive to contribute to the Asia-Pacific strategy and targets, as well as uphold the Regional Programmes' Core Intentions and Values.

Responsibilities:**Programme Development**

- In collaboration with the Director of Operations, Asia-Pacific, lead on the strategic planning and development of the FFI Cambodia Country Programme in line with FFI's business plan and strategy, including advising on opportunities, priorities and optimal use of funds
- In collaboration with the Director of Operations, Asia-Pacific, project managers and technical specialists, develop and input to project concepts and proposals, in line with approved strategic plans and FFI's project cycle
- Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance and Administration Manager (Cambodia) and Finance Business Partner (UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
- Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within Cambodia
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Programme Representation

- Represent FFI and the FFI Cambodia Country Programme, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media

- Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings
- Engage in relevant policy dialogues with a view to influencing positively policies that impact on biodiversity
- Ensure membership of relevant fora and associations to support and further the work of the FFI Cambodia Country Programme

Operational Management

- Provide strong and motivational line management to FFI Cambodia Country Programme staff through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Oversee the implementation of project delivery across the FFI Cambodia Country Programme, ensuring compliance with FFI operating standards, policies and procedures, and contracts and grant agreements
- Support project team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget
- In collaboration with the Monitoring and Evaluation team, develop and manage processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Ensure effective coordination and integration of input from technical and cross-cutting teams
- In consultation with the Director of Operations, Asia-Pacific, resource operations to meet the business need, within budget and in accordance with FFI's Delegation of Authorities
- With the support of regional and UK operations staff, ensure the effective administration of FFI's operations in Cambodia, including:
 - Ensuring systems, policies and procedures are in place that accord, to the extent possible, with institutional systems, policies and procedures
 - Ensuring compliance with FFI's systems, policies and procedures and FFI's Delegation of Authorities
 - Ensuring recording and maintenance of FFI assets
- Ensure compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI Cambodia Country Programme procedures
- Ensure the Director of Operations, Asia-Pacific remains up-to-date on the status of operations and project delivery in Cambodia, bringing issues that may affect operations and delivery swiftly to his/her attention
- Remain informed of security issues within the FFI Cambodia Country Programme and communicate issues of concern swiftly to the Director of Operations, Asia-Pacific, advising of potential impact on staff, operations, projects and finances
- In collaboration with the Director of Operations, Asia-Pacific, develop strategies to manage impacts caused by security issues

Financial Management

- With the support of the Finance and Administration Manager (Cambodia), the Finance Business Partner (UK), and the in-country finance team, ensure:
 - Accurate financial management of the FFI Cambodia Country Programme and its projects
 - Compliance with internal financial policies and procedures

- Compliance with contracts and grant agreements, including co-financing and procurement requirements
- Maintenance of financial records to meet in-country and wider institutional auditing requirements
- Working with the regional and finance teams, be responsible for the annual budgeting and periodic reforecasting process for the FFI Cambodia Country Programme
- Working with project managers and finance teams, ensure timely and accurate technical, operational and financial donor and institutional reporting

Technical Input

- Provide technical advice and input on conservation issues and priorities, project design, development, implementation and monitoring
- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management

Legal Compliance

- Ensure the legal compliance of FFI's operations in Cambodia, supported by operations staff, including:
 - Acting as legal representative of FFI as required, assuming such powers and authorities as are vested in the position
 - Ensuring registrations, permits, letters of authority etc. necessary for the presence of FFI and the implementation of FFI operations in Cambodia are in place
 - Ensuring insurances necessary for the implementation of FFI operations in Cambodia are in place
 - Ensuring the submission of statutory in-country returns, accounts etc.
- With the support of the local HR function and the HR Department in the UK, ensure HR compliance with Cambodian legislation, including:
 - Ensuring contracts of employment and HR policies and procedures that accord, to the extent possible, with institutional HR practice and that comply with local labour laws are in place
 - Signing contracts in accordance with FFI's Delegation of Authorities
 - Ensuring tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
 - Ensuring necessary visas, work permits etc. are secured
- Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region
- In collaboration with the Director of Operations, Asia-Pacific and in accordance with FFI's Delegation of Authorities, oversee the recruitment of local staff and consultants
- Liaising with the regional team and HR Department in the UK, provide support as required to the recruitment of international staff and consultants

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of FFI's Cambodia Country Programme and projects

- In collaboration with the regional and cross-cutting teams, conduct due diligence, build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements
- Ensure meaningful consultation with appropriate stakeholders in the development and implementation of the FFI Cambodia Country Programme
- Lead on the negotiation and development of programme/project Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the Director of Operations, Asia-Pacific and in accordance with FFI documentation and FFI's Delegation of Authorities

Communications

- Connect the FFI Cambodia Country Programme with FFI's wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Bring to the attention of the Communications Department any news worthy items arising within the country programme
- Ensure regular and effective communication and coordination within the regional team (including regular team meetings) and with Cambridge, UK
- Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills with proven experience in project design, development, implementation and evaluation • Excellent financial management and numeracy skills, including budgeting and reforecasting • Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence • Strategic vision and strategic planning skills • Technical conservation skills • Strong verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility • Strong written communication skills, including report and proposal writing • Fluency in English (spoken and written) • Strong prioritisation and time management skills, with ability to work to multiple deadlines • Strong Microsoft Office skills, including Outlook and Excel 	

Knowledge and experience	<ul style="list-style-type: none"> • Substantial professional experience in conservation programme development and management in a similar international organisation • Proven record of ownership of, and accountability for, programme operations and delivery at similar level • Proven programme development and fundraising record, with experience nurturing and managing donor relationships • Proven grant management experience • Understanding of the statutory and regulatory frameworks within which to operate • Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities • Experience managing teams to deliver complex projects • Experience in institutional development and capacity building 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualification in biodiversity conservation or related science/social science
Behavioural qualities	<ul style="list-style-type: none"> • Commitment to FFI's mission and vision • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • 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 FFI 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 	

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Dr Stephen Browne, Director of Operations, Asia-Pacific, at stephen.browne@fauna-flora.org

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application '**Country Director, FFI Cambodia Country Programme**'.

The closing date for applications is **14 April 2019**.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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

FFI 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 Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity