



**FAUNA & FLORA**  
INTERNATIONAL

**Project Manager, Ziama-  
Wonegizi-Wologizi (ZWW)  
Landscape, Liberia**

### **Application Pack**

**“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**

**Innovative conservation since 1903**

## FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. FFI's global headquarters are located in Cambridge, UK, and FFI is active in over 40 countries.

## AFRICA PROGRAMME

Working closely with local partners, FFI's Africa Programme currently supports operations in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused 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, FFI 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, FFI 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

## WEST AFRICA PROGRAMME

Liberia and Guinea are home to large remaining intact sections of Upper Guinean Forest rich in endemic and endangered species not found elsewhere. These forests are at risk from extreme and immediate threats, such as slash-and-burn agricultural expansion, mining and poaching.

FFI's West Africa programme focuses on building capacity at multiple levels within Liberia and Guinea to enable long-term management of natural resources. It supports mechanisms for sustainable community-based natural resource management, working through local partners and with industry, and engaging with relevant international, regional and national stakeholders including local communities, non-governmental and civil society organisations, and local and central government agencies.

The transboundary Ziama-Wonegizi-Wologizi, or ZWW, (protected, or proposed protected areas under Guinean and Liberian Governance) forest landscape holds some of the largest remnant, relic forests within the Upper Guinean forest ecosystem, a widely recognised global biodiversity hotspot home to more than 25% of Africa's mammals including the critically endangered western chimpanzee and vulnerable African elephant. Both species serve as flagships for this landscape, and for forest elephants, in particular, ZWW presents one of their last viable, intact habitats in West Africa.

FFI's overall goal in the landscape is to promote innovative collaborative management of the Ziama-Wonegizi-Wologizi Transboundary Forest between Liberia and Guinea to strengthen forest conservation, protect biodiversity, ensure connectivity between sites, enhance forest governance, and improve the livelihoods of the people in the landscape. The project's key implementing partners in the landscape are communities in the Ziama-Wonegizi-Wologizi forest area, the Liberian Forestry Development Authority (FDA), Guinean Centre Forestière N'Zerekore (CFZ), the Liberian NGO Skills and Agriculture Development Services (SADS) and L'institut de Recherche Agronomique de Guinée (Institute of Agronomic Research; IRAG).

## THE OPPORTUNITY

FFI is seeking the new position of Project Manager, Ziama-Wonegizi-Wologizi (ZWW) Landscape to manage key aspects of FFI's approach to conservation efforts in this region. Recent growth in FFI's West Africa programme provides an excellent opportunity for the successful candidate to impact the landscape's approach to effective protection of forests and biodiversity in this critically important region, whilst supporting communities and other stakeholders.

The successful candidate will have with a strong proven track record in supporting protected area/forest management, ideally co-management and development models working with community members, in Africa. She/he will be skilled in providing strategic advice and technical input to the design, development, implementation, evaluation and reporting for projects and will have excellent project, grant and financial management skills.

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 internally, and with partner organisations and relevant stakeholders, including donors and funders.

The successful candidate will have a strong track record in project management and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in West Africa, as well as a commitment to organisational, donor and legal compliance.

## TERMS AND CONDITIONS

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Until 31 January 2020, with potential to extend subject to business need and funding availability
<b>Probation Period:</b>	Six months
<b>Benefits:</b>	For international appointments, FFI expatriate benefits will apply
<b>Salary:</b>	USD 38,000
<b>Location:</b>	This position will be based in Konia, Lofa County, where accommodation will be provided. Regular travel to the country programme office in Monrovia and occasional travel to other domestic locations will be required. Occasional international travel to FFI's head office in Cambridge, UK, may also be required.

**Hours of Work:** This is a full time position, working Monday to Friday from 8.00am to 5.00pm with a one-hour lunch break. These hours may vary depending on the requirements of the fieldwork.

NB: This is an unaccompanied position

## **JOB DESCRIPTION**

**Job Title:** Project Manager, Ziama-Wonegizi-Wologizi (ZWW) Landscape, Liberia

**Reporting to:** Country and Operations Manager, Liberia

**Responsible for:** Relevant Ziama-Wonegizi-Wologizi Landscape project staff including:

- ZWW Landscape Biodiversity Technical Advisor
- ZWW Landscape Biodiversity Officer
- ZWW Landscape Socio-economic Officer
- ZWW Landscape Driver
- any additional specific project support roles that may be recruited

### **Key Internal**

**Relationships:** Project Manager, Wonegizi REDD+ Project  
Project Manager, Ziama, Guinea  
Technical Specialist, Species Conservation, Liberia  
Programme Manager, Liberia (based in UK)  
Senior Programme Manager, West and Central Africa (based in UK)  
Grant and Operations Manager, Liberia  
Finance & Administration staff, Liberia  
Programme-wide biodiversity and protected area technical staff, Liberia Programme  
UK-based technical cross-cutting staff from Conservation, Livelihoods & Governance, Agricultural Landscapes and Conservation, Finance & Enterprise teams

### **Key External**

**Relationships:** The project's key implementing partners are communities in the Ziama-Wonegizi-Wologizi Landscape, the Liberian Forestry Development Authority (FDA), Guinean Centre Forestière N'Zerekore (CFZ), the Liberian NGO Skills and Agriculture Development Services (SADS) and L'institut de Recherche Agronomique de Guinée (Institute of Agronomic Research; IRAG). The Project Manager role contains much overlap with these partners, and all liaison must be well coordinated and executed in the interest of delivery of the overall FFI Guinea and Liberia programmes' workplans.

### **Purpose:**

The role of the Project Manager, Ziama-Wonegizi-Wologizi (ZWW) Landscape, is to lead delivery of FFI's commitments under the West Africa Biodiversity and Climate Change (WA-BiCC) programme of work in the ZWW landscape, in coordination with FFI's wider ongoing programme of work in Ziama and Wonegizi. The project's overall goal is to promote innovative collaborative management of the Ziama-Wonegizi-Wologizi Transboundary Forest Landscape between Liberia and Guinea to strengthen forest conservation, protect biodiversity, ensure connectivity between sites, enhance forest governance, and improve the livelihoods of the people in the landscape.

## **Responsibilities:**

Under the immediate supervision of the Country and Operations Manager, Liberia (COM), and liaising effectively with Africa programme management, the in-country project team, in-country implementing partners and FFI technical and administrative staff in Guinea and the UK and in particular the Project Manager, Wonegizi REDD+ (PM-WR) and Project Manager, Ziama Forest (PM-ZF), the Project Manager, ZWW Landscape, will:

### **Overall responsibilities:**

- Coordinate effective integration and implementation of the 4 objectives of the Ziama-Wonegizi-Wologizi Transboundary project funded under the West Africa Biodiversity and Climate Change (WA-BiCC) programme within the ongoing programme of work in Ziama and Wonegizi, managing and supporting the inputs of multiple technical experts, field and partner staff, and providing direct technical input as appropriate
- Manage a small project team based in Monrovia and Zorzor District, Lofa County
- Work closely with the line manager, internal and external technical experts and project team to ensure effective strategic direction of the project and excellent management of the WA-BiCC grant and any relevant co-funding, including compliance with FFI operating standards, policies and procedures, and funding agreements
- Alongside the PM-WR and PM-ZF, coordinate the technical and operational inputs of and provide support to the project's implementing partners, including identifying and providing capacity building opportunities as appropriate

### **Project Management and Coordination**

#### *Project Representation:*

- Provide a point of FFI contact for project partners and stakeholders for implementation of ZWW activities, in coordination with the PM-WR and PM-ZF
- Attend national and regional meetings and working groups as required
- Establish and actively maintain strong working relationships in Liberia with key project stakeholders in government, communities, NGOs and the private sector

#### *Project Team Management:*

- Manage the day to day delivery of the USAID-funded ZWW Landscape project in Liberia and Guinea, ensuring that project operations and outcomes are synchronised with those of the Wonegizi REDD+ and Ziama Forest projects and are on track against targets, timelines and budgets
- Lead on recruitment of new ZWW project staff in accordance with FFI's Delegations of Authority
- Provide strong and motivational line management to in-country project staff as required through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to maximise the efficient and effective delivery of the project
- Ensure distinct management lines and priorities decided upon by project staff within the Wonegizi REDD+ and Ziama Forest projects are respected for effective delivery of all projects, following close coordination with the PM-WR and PM-ZF
- Manage project inputs from relevant technical and operational staff and implementing partners, including collaborative work-planning and financial tracking, in line with the agreed project team structure
- Encourage a culture of excellent communication and collaboration between project team members and between the ZWW project team, the Wonegizi REDD+ and Ziama Forest project

teams, Liberia programme technical and administrative staff, the Africa programme team based in the UK and other FFI cross-cutting technical teams. This includes close collaboration and coordination with local and project partners as needed.

*Project Planning & Implementation:*

- Coordinate and lead participatory development of annual, overall project workplans
- Support project team members to ensure up-to-date workplans and budgets are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with workplans and within budget
- Work with local partners and consultants to agree specific targets and workplans for the project, taking into account FFI's existing approaches and programmes of work, and ensure appropriate monitoring and review processes are fulfilled
- Oversee delivery of workplans by project objective and theme, and coordinate their respective schedules:
  - Strengthen forest and biodiversity conservation within the landscape through undertaking socio-economic baseline reviews, stakeholder surveys, reports on past interventions, biodiversity and landscape-level assessments and protected area management
  - Support creation of an enabling environment that facilitates forest governance and related law enforcement within the landscape, through facilitating capacity-building for key stakeholders and promoting stronger coordination of governance efforts
  - Promote sustainable livelihoods activities that contribute to improved wellbeing of people within the landscape, reduce unsustainable forest dependency and identify sustainable forest management approaches
  - Encourage learning and sharing of knowledge and best practices that strengthen local interventions and enhance national and regional policy initiatives, supported by the tracking of project effectiveness
- Identify additional resources required to ensure timely and cost-effective delivery, including the management of consultants and other sub-contractors
- Manage and develop processes for the effective monitoring and evaluation of the project, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Create and manage the Project Issue and Learning Log and swiftly raise significant issues with the line manager and other members of the project team
- Coordinate the input of cross-cutting expertise into the project, including those supporting on M&E planning and tracking
- Closely monitor and plan mitigation actions for in-country developments that may impact the project, and ensure timely communication of issues to relevant members of the project team

**Technical Support**

- Ensure the robust design of project activities, in keeping with the workplan
- Working in close collaboration with the Biodiversity Technical Adviser, Biodiversity Officer, Socio-economic Officer other technical team members, ensure and lead implementation of specific project activities and deliverables
- Lead funder technical report writing and editing, coordinating the inputs of multiple team members and specialists
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with FFI global policies and procedures and any national policies and procedures

- Provide proactive input and support to activities and proposal development, where it is relevant to securing co-funding or future development funding for the ZWW landscape

### **Financial Management, Reporting and Administration**

- In coordination with financial and administrative staff based in the UK, Liberia and Guinea, oversee and manage the ZWW fund budget ensuring:
  - A strong understanding of the rules and regulations governing USAID/WA-BiCC funding
  - Full compliance with funder, FFI UK, FFI Guinea and FFI Liberia financial policies and procedures and record-keeping
  - Compliance with funding agreements, including co-financing, reporting and procurement requirements
  - Timely submission of invoices and internal transfer requests to maintain appropriate cash flow
  - Maintenance of financial records to meet in-country and wider institutional auditing requirements
- Maintain an effective database of project contacts and programme activities, to be reported to the line manager and senior management as requested
- Contribute to and participate in quarterly Liberia Programme progress presentations, reporting and monthly meetings/calls or as agreed with the COM
- Lead development of sub-grant agreements, including passing on any relevant clauses from the funder grant agreement, working closely with key staff including the COM, Programme Manager, Liberia and relevant project and finance staff
- Develop project consultancy contracts as required (in consultation with HR/Finance staff in Liberia, Guinea and the UK and other team members) and approve in line with FFI's Delegations of Authority
- Ensure that excellent communication is maintained with all team members in multiple locations, especially the COM, PM-WR and PM-ZF
- Prepare project financial reports, with support from the Finance Manager, Liberia and Finance Business Partner, Africa and ensure timely and accurate technical, operational and financial funder and institutional reporting
- Ensure all internal and funder-driven monitoring and evaluation requirements for the ZWW fund are met

### **General**

- Work as an active member of the Liberia and wider Africa team and attend Liberia, Guinea and Africa team meetings as required
- Provide technical input, where appropriate, on other work undertaken by the Africa programme
- Ensure integration of the project into the Liberia programme of work, support the harmonisation of technical methods across Liberia programme project sites, maintain and align programme partner relations, collaborate with wider Liberia programme staff as required and input to Liberia programme meetings, events and workplanning sessions
- Provide input to the Liberia and Guinea Programme reports and other communications and public relations outputs and activities as required
- Assist FFI in raising additional support (non-financial and financial) to complement project activities as needed and as are identified institutionally, and support programme development for the wider FFI Liberia programme as requested
- At the request of the COM, represent the project as needed with third parties, government entities, donor agencies and partner NGOs, adhering to project approaches and organisational values and commitments

- With agreement of the COM, perform any other tasks that may be requested from time to time, which are appropriate to the Project Manager’s skills and experience, and relevant to the scope of this role

## PERSON SPECIFICATION

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent and collaborative project management skills with proven experience in coordination and implementation of large-scale conservation/forest management projects</li> <li>• Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</li> <li>• Proven ability to collaborate effectively with partner organisations</li> <li>• Proven large grant financial and budget management skills</li> <li>• Ability to plan and think strategically and to manage complex multi-stakeholder projects to deliver to deadlines</li> <li>• Proven ability to assess capacity, mentor and develop skills of project staff and other partners</li> <li>• Strong problem solving, negotiation and conflict management skills</li> <li>• Strengths in organisation and coordination of field logistics and operations</li> <li>• Strong, clear verbal and written communication skills, including technical report writing</li> <li>• Fluency in English, both spoken and written</li> <li>• Strong Microsoft Office skills and experience with data management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Spoken and written French</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A Masters’ degree or equivalent qualification in a conservation/natural resource management or relevant social/biological science field</li> <li>• A strong technical understanding of conservation issues, including bio-monitoring, tropical forest conservation and sustainable livelihoods in conservation landscapes</li> <li>• Experience of capacity building approaches</li> <li>• Experience of implementing and reporting on grant funding</li> <li>• Experience mentoring teams to overcome complex operational and logistical challenges, and working with communities, in remote locations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of transboundary initiatives</li> <li>• Experience of working in West Africa</li> <li>• Proven track record of working successfully with government counterparts</li> <li>• Experience working at a strategic level within a small and geographically dispersed team</li> <li>• Knowledge of implementation of USAID funding</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Highly collaborative, output-driven and transparent team player</li> <li>• Ability to work within a dynamic and often high pressure environment, culturally sensitive and flexible and adaptable to change</li> <li>• Ability to build and maintain positive personal and organisational relationships</li> <li>• Demonstrated commitment to supporting sustainable livelihoods of marginalised peoples</li> <li>• Honesty and integrity with a rigorous approach to work</li> <li>• Commitment to FFI's mission and vision</li> <li>• Commitment to organisational and legal compliance and responsible management of donor funds</li> <li>• Ability to lead the project independently in a remote setting with logistical constraints</li> <li>• Willingness to work in remote locations with limited amenities</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Current, valid driving licence</li> <li>• Ability to travel regularly and at short notice within Liberia and Guinea, with occasional international travel</li> </ul>	

## HOW TO APPLY

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be contacted without your consent) should be sent electronically to [africajobs@fauna-flora.org](mailto:africajobs@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.

The closing date for applications is **Monday 7 June, 2018**.

Please mark your application '**Project Manager, ZWW Landscape, Liberia**'.

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.

Final appointment is subject to final confirmation of funding.

## **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 Administrator, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org)

**FFI values diversity and is committed to equality of opportunity**