



**Operations Manager,  
FFI Cambodia Country  
Programme**

**Application Pack**

**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 operate primarily in developing countries where there is little capacity to conserve endangered and threatened habitats and species. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

## 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, China, Indonesia, Philippines, Vietnam, Laos and Myanmar, and has country programme offices in Phnom Penh, Nanning, Jakarta, Manila and Hanoi and a regional office in Singapore. 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 9 million.

## FFI CAMBODIA PROGRAMME

FFI has been active in Cambodia since 1996 and was one of the first conservation NGOs to work in the country. We currently work in partnership with the Ministry of Environment and Ministry of Agriculture, Forestry & Fisheries. The priorities of our work in Cambodia are to secure and improve the management of areas important to the country's biodiversity, to help build national capacity, by providing Cambodian nationals with the necessary skills, experience and materials to conserve their unique natural heritage, and to preserve some of the region's most threatened species.

FFI is now seeking to recruit an Operations Manager for its Cambodia Programme.

## THE OPPORTUNITY

Under the supervision of the Country Representative, working in close day-to-day collaboration with the project managers and liaising closely with the Asia-Pacific regional team (Senior Programme Manager and Programme Managers), the Operations Manager will be responsible for overseeing the operational management of the FFI Cambodia Programme, ensuring that financial management, administration and reporting are in line with FFI and donor policies and requirements.

The successful candidate will have at least five years' experience of programme or project management, particularly related to operational aspects and a background in nature conservation, conservation biology, ecology, geography or a related discipline. S/he will be able to demonstrate the ability to work with government and local community partners and as part of a team. Familiarity with Cambodia's governmental organisations for forestry and environmental protection will be an advantage as will experience of working with international organisations. Competency with standard word processing and spreadsheet programmes will be valuable, and fluency in spoken and written English is essential.

## TERMS AND CONDITIONS

<b>Start Date:</b>	As soon as possible
<b>Duration of contract:</b>	Two-year fixed-term contract with potential to extend, subject to business need and funding availability
<b>Probation Period:</b>	Six months
<b>Salary:</b>	USD 34,000
<b>Benefits:</b>	For international appointments FFI expatriate benefits will apply: <ul style="list-style-type: none"><li>➤ 25 working days annual leave entitlement</li><li>➤ Medical insurance</li><li>➤ Relocation flight on commencement of employment</li><li>➤ Repatriation flight on termination of employment</li><li>➤ Annual flight</li><li>➤ Accommodation allowance</li></ul>
<p>NB: This is an unaccompanied position. Accompanied applicants may apply on the basis of an 18 month fixed-term contract.</p>	
<b>Location:</b>	The position is based at Fauna & Flora International's Phnom Penh office with regular travel to project sites in Cambodia, and occasionally within the region
<b>Hours of Work:</b>	This is a full time position; working Monday to Friday for 8 hours per day (08.00 to 17.30), with a one and a half hour lunch break

## **JOB DESCRIPTION**

<b>Job Title:</b>	Operations Manager, FFI Cambodia Country Programme
<b>Reporting to:</b>	Country Representative, FFI Cambodia Country Programme
<b>Oversees:</b>	The incumbent will supervise project staff of the Cambodia Programme, under the direction of the Country Representative
<b>Key Internal Relationships:</b>	Finance and Administration Manager, FFI Cambodia Project Managers, FFI Cambodia Senior Programme Manager, Asia-Pacific Regional Finance Manager, Asia-Pacific Head of Finance Programme Managers, Asia-Pacific <i>Other:</i> Communications and Fundraising, Business and Biodiversity Programme, Finance and Administration

### **Main Duties**

Under the supervision of the Country Representative, working in close day-to-day collaboration with the project managers and liaising closely with the Asia-Pacific team (Senior Programme Manager and Programme Managers), the Operations Manager will be responsible for overseeing the operational management of the FFI Cambodia Programme, ensuring that financial management, administration and reporting are in line with FFI and donor policies and requirements.

#### **Specific duties:**

##### *Representation and liaison*

1. Lead on and arrange MOUs and project agreements with government and partners and support negotiation of project MOUs and agreements with project managers
2. Oversee the preparation of programme reports and briefings as required to government partners
3. While deputising for the Country Representative, represent FFI's programme and projects at the national and, where necessary, sub-national level with respect to key counterparts, including government, national and international NGOs, the donor and academic communities and the private sector

##### *Programme coordination*

4. Regularly brief the Country Representative on project implementation matters and provide timely advice for the dialogue with government
5. Promote cross programme coordination and implement mechanisms for inter-project support

6. Liaise with project managers and field staff to ensure efficient and effective implementation of the Cambodia Programme
7. Support visits to Cambodia by other FFI staff, donors and project partners
8. Coordinate the production of publications such as web page content, website updates, press releases, FFI publications and other public relations outputs and activities
9. Oversee and delegate as appropriate day-to-day administrative tasks associated with running the Cambodia Programme, in collaboration with the Finance & Administration Manager
10. Provide in-country guidance, oversight and support to the implementation of statutory projects funded by the European Union and USAID, including but not limited to the following projects:
  - Sustainable provision of ecosystem services in the Cardamom Mountains Landscape (DCI-ENV/2010/221-082);
  - Developing community carbon pools for Reduced Emissions from Deforestation and Forest Degradation, plus enhancing forest carbon stocks (REDD+) in selected ASEAN countries (DVI-ENV/2010/222-908);
  - Cardamom Mountains community empowerment project: enabling Cambodia's rural poor to gain access to their land and alleviate poverty (EuropeAid/129613/L/ACT/KH);
  - Helping Address Rural Vulnerabilities and Ecosystem Stability Recovery Program (USAID-HARVEST)

*Programme management*

11. Ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity
12. Ensure that FFI policies and guidelines are followed within the implementation of the Cambodia Programme
13. Prepare Cambodia Programme reports and ensure submission of donor reports as required and specified in grant agreements and contracts
14. Prepare annual budgets, financial reports, and information for auditors and facilitate cash transfers, in collaboration with the Finance and Administration Manager
15. Ensure registrations, permits, tax, social insurance, health insurance and other insurance systems necessary for the implementation of FFI activities in Cambodia and in conformity with Cambodian law are in place
16. Ensure core services to projects provided through the Cambodia Programme office are delivered and budgeted
17. Develop and implement operational and staffing procedures to ensure effective implementation of the Cambodia Programme, ensuring that policies are updated and comply with Cambodian law
18. Prepare employment contracts for Project Managers and others and support recruitment processes for national and international staff
19. Provide support and mentoring to line-managed personnel, and manage human resource issues as delegated by the Cambodia Representative

*Specific outputs*

1. Reports and written outputs from the Cambodia Programme are prepared and submitted on a timely basis
2. Record keeping and documentation systems are in line with FFI and donor requirements in place

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills, with structured and methodical approach to work and a clear focus on results</li> <li>• Ability to prioritise and manage time effectively</li> <li>• Competency with standard word processing and spreadsheet programmes</li> <li>• Strong communication and presentation skills (written and verbal)</li> <li>• Ability to convey the work of FFI with confidence and credibility</li> <li>• An understanding and experience of working in or with NGOs and government</li> <li>• Fluent in English (spoken and written)</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Khmer language</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• At least five years' experience of project management</li> <li>• At least five years' experience in biological conservation</li> <li>• Demonstrated experience with capacity development including training, coaching and mentoring others</li> <li>• Experience of working with international organisations</li> </ul>	<ul style="list-style-type: none"> <li>• MSc or equivalent training or experience in wildlife, forest or rangeland management, conservation biology, ecology, geography, natural resource management or a related discipline</li> <li>• Experience working in the South-East Asia region</li> <li>• Familiarity with Cambodia's government and laws for forestry and environment</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• A good team player, but with the capacity to work independently, to be flexible and responsive to the needs of the organisation, to be organised, conscientious and careful, and to meet deadlines.</li> </ul>	

## APPLICATION PROCESS

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted electronically to Dr Stephen Browne at [FFISingapore@fauna-flora.org](mailto:FFISingapore@fauna-flora.org)

Please mark your application '**Operations Manager, FFI Cambodia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **2<sup>nd</sup> September 2012**. Interviews will be held during the week commencing 10<sup>th</sup> September 2012. Candidates selected for interview will be contacted by email by 6<sup>th</sup> September 2012 – please inform us if this method of contact is not suitable and supply an alternative in your covering letter.

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 Kathie Alban, HR Manager, FFI, on Tel: +44 (0)1223 579330 or Email: [kathie.alban@fauna-flora.org](mailto:kathie.alban@fauna-flora.org).

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