



Terms of Reference

FFI Cambodia Country Programme Manager

Background

FFI's mission is to conserve threatened species and ecosystems world-wide, choosing solutions that are sustainable, are based on sound science and take account of human needs. FFI's strategy to achieve this mission is to work with in-country organizations at all levels to support them in identifying and implementing country led sustainable solutions. FFI supported interventions are country led but will be at all levels from field projects through to policy development.

These Terms of Reference cover work to be undertaken by the FFI Cambodia Country Programme Manager in support of ongoing and developing FFI initiatives in Cambodia.

Objective

To ensure effective management and timely and efficient delivery of FFI's Cambodia Programme and to contribute to the strategic development of FFI's Asia Pacific programme in general.

The Cambodia Country Programme Manager will represent FFI in Cambodia at national and provincial levels, liaise with government at all levels, provide policy, political and programme development advice, and lead the Programme Management Team comprising project managers and the Finance and Administration Manager.

Responsibilities

Under the supervision of the Asia Pacific Regional Director, working in close day-to-day collaboration with the Programme Management Team and liaising closely with the Asia Pacific team, the FFI Cambodia Country Programme Manager will be responsible for the following tasks.

Representation and liaison

1. 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.
2. Provide policy and liaison support for the FFI Cambodia programme and individual projects, including development and servicing of a network with government partners, conservation organisations and donors.
3. Represent FFI or ensure representation at appropriate and necessary meetings, consultations, workshops, policy dialogues, donor briefings, etc.
4. Lead negotiation of programme MOUs and agreements with government and partners and support negotiation of project MOUs and agreements with project managers, and signing of MOUs as appropriate and on the agreement of the Regional Director.

5. Prepare programme reports and briefings as required to Government partners.
6. Develop and maintain relationships with government and non government partners including donors.

Programme coordination

7. Lead strategic and operational development of FFI programme in Cambodia.
8. Promote cross programme coordination and build mechanisms for inter-project support.
9. Provide oversight to FFI's programmes, projects and other activities in Cambodia.
10. Liaise with project managers and field staff to ensure efficient and effective implementation of the FFI programme in Cambodia.
11. Develop and implement funding strategies for the Cambodia programme and identify funding opportunities with partners and donors.
12. Identify and developing opportunities for mainstreaming project conservation objectives in national, sub-national and corporate development agendas in Cambodia.

Cambodia office core functions.

13. Ensure preparation of programme reports and other information as required by the Regional Director and FFI Head Quarters, and ensure submission of donor reports as required and specified in grant agreements and contracts.
14. Working with the regional Finance Advisor, the Asia Pacific Coordinator and other UK-based FFI staff, ensure preparation of annual budgets, financial reports, and information for auditors and facilitate cash transfers.
15. Contribute towards and support the development of FFI's Asia Pacific and global strategic approaches.
16. Ensure registrations, permits, letters of authority, visas, etc. necessary for the implementation of FFI activities in Cambodia and in conformity with Cambodian law are secured.
17. Ensure tax, social and health insurance systems in conformity with Cambodia law are in place.
18. Coordinate inputs and management of FFI Cambodia programme website pages and other communications and public relations outputs and activities.
19. Ensure core services to projects provided through the Cambodia programme office are delivered and budgeted for and manage the Cambodia office budget.
20. Ensure development and implementation of operational and staffing procedures to ensure effective implementation of the Cambodia programme. This will entail but not be limited to:
 - i. Annual review of the terms and conditions of Cambodia Country Programme staff including staff grades and salary scales.
 - ii. Periodic review and revision of FFI Cambodia staff policies and procedures and up-dating of the Staff Employment Conditions Manual.
 - iii. Periodic review and revision of project cost norms.
21. Carry out annual staff appraisals, and support and mentor staff.

Other duties

22. Ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.
23. Ensure that FFI policies and guidelines are followed within the implementation of the Cambodia country programme
24. Other duties as required and directed by the Regional Director.

Reporting

The FFI Cambodia Country Programme Manager will report to the FFI Asia Pacific Regional Director.

Line Manager for

Project Managers and Finance and Administration Manager.

Specific outputs

1. Reports and written outputs from FFI Cambodia Programme prepared and submitted on a timely basis.
2. Monthly and occasional FFI Programme Management Team meetings called, chaired and minuted.
3. Record keeping and documentation systems in line with FFI and donor requirements in place.

Duty post:

The position will be based in Phnom Penh, but may require travel to meetings elsewhere in Cambodia.

Qualifications: The incumbent should have the following qualifications, skills and capacities:

- MSc or equivalent training or experience in wildlife, forest or rangeland management, conservation biology, ecology, geography or a related discipline.
- Ability to work with government, local and international partners.
- Five years of experience in wildlife and nature conservation.
- Five years of experience with project management.
- Familiarity with Cambodia's government organizations for forestry, fisheries and environmental protection.
- Experience working with international organizations.
- Competency with standard word processing and spreadsheet programmes.
- A demonstrated commitment to the conservation of Cambodia's natural heritage.
- 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.
- Fluency in spoken and written English.