Programme Manager (Freshwater)

“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.

Myanmar Programme

Myanmar, the second largest country in mainland Southeast Asia, is home to a wealth of biodiversity. The country still harbours large tracts of forest and many charismatic and unique species. In stark contrast to the country’s biological riches, over two thirds of the country’s human population currently live below the poverty line and depend on natural resources for their survival. Despite their high dependence on natural resources, local people have been excluded from decisions concerning the country’s protected areas. Yet this situation is slowly changing. For the first time, grass roots organisations are being established to address issues of environmental governance and human welfare.

FFI is working with these emerging organisations from the snowy and mountainous north of the country in Kachin State to the densely forested and tropical south in Tanintharyi Region. In partnership with Government, NGOs and civil society, FFI’s work in Myanmar covers a range of diverse subjects including working on threatened species, forest, freshwater, karst and marine ecosystems, building skills in protected area management, engaging with the agriculture sector (palm oil) and awareness raising on the issues facing the country as it develops.

The Opportunity

We are now seeking a Programme Manager who will lead the Freshwater Programme of Fauna & Flora Myanmar programme work closing with freshwater team, and liaise with national and local stakeholder agencies, local communities and community-based organizations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of Faun & Flora at all times. This position will be based in Yangon Office and work closely with the Freshwater team in mainly and travel to the field site areas as per required.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organization, at the forefront of global conservation. In addition, Fauna & Flora offers a good compensation and benefit package according to the standards of Local Labor Law. Our country office is located in Bahan township of Yangon, there are four field offices where our ground front line conservation staff are working hard to project (do you mean protect?) world nature and conduct research into potentially threatened species. Our field offices are located in Myitkyina, Indawgyi, Myeik and Pauksa.
Terms and Conditions

Start Date: April 2024

Duration of Contract: One Year (with possible extension)

Probation Period: Three months

Location: Yangon Office (with frequent travel to the field site)

Benefits: 10 days annual leave per annum plus Public holidays  
Personal accident and group life insurance

Hours of Work: This is full-time position working, Monday to Friday inclusive

Job Description

Job Title: Programme Manager (Freshwater)

Reports to: Country Director

Key working relationships: 
Senior Project Officer (Freshwater)
Awareness Officer (Freshwater)
Country Finance Manager and Yangon Finance team
Indawgyi Programme Manager
Administration and Logistic Officer, GIS Officer
Human Resources Manager

Purpose:

This position will be responsible for the Freshwater project implementation, ensuring sound operational and financial management and compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. Project activities will include identification of fish conservation zone, establishment of locally manage fish conservation zone, development of sustainable agriculture practice for fishing community, regular fish and biodiversity monitoring, building capacity for the local fish conservation group.

This position will be also responsible for fundraising and strategic managerial and technical input to the Freshwater Programme as required and in line with Faun & Flora's mission, vision and strategic aims. He/She will be working in close collaboration with national staff and provide mentoring and build capacity of national staff to support the on-going work of the projects

Main Duties:

Programme Development

• In collaboration with Myanmar Country Director contribute to the strategic planning and development of the Fauna & Flora Myanmar Freshwater Programme, in particular the
aspects associated with biodiversity, in line with Fauna & Flora’s business plan and strategy, including advising on technical aspects, opportunities, priorities and optimal use of funds

- In collaboration with the Regional Programme Development Director, Asia-Pacific and Myanmar Country Director, Heads of Teams, 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 Head of Finance (in Myanmar) and Finance Business Partner (in the 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, Fauna & Flora operating standards and implementation conditions within Myanmar
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Operational Management

- Provide strong and motivational line management to the Myanmar Freshwater team through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Lead project implementation to deliver the Myanmar freshwater Programme, ensuring compliance with operating standards, policies and procedures, and contracts and grant agreements
- 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
- Ensure that work undertaken by the Freshwater team complies with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the Myanmar Country Programme

Financial Management

- With the support of the Head of Finance (in Myanmar), the Finance Business Partner (in the UK), and the in-country finance teams, ensure that for projects managed by this position, there is:
  - Accurate financial management
  - Compliance with internal financial policies and procedures
  - Compliance with contracts and grant agreements, including co-financing and procurement requirements
- Working with project managers and finance teams, ensure timely and accurate technical, operational and financial donor and institutional reporting
- Manage budget for all grants under the Fauna & Flora Myanmar Freshwater Programme.

Technical Input

- Provide technical input on freshwater biodiversity and 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
- Responsible for donors and programme reports and briefings for FFI and Government partners, as required, and to a high standard

Project representation:

- Liaise with relevant stakeholders
- Liaise with national and international technical experts for the biodiversity assessment, project management.

**Other Duties**
- Other duties as reasonably required as a Program Manager.

## Person Specification

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<tr>
<th>Citizenship</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Knowledge and experience</td>
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<td>Advanced degree or equivalent qualification in biodiversity conservation or related science/social science</td>
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| Behavioural qualities | Commitment to Fauna & Flora’s strategy and approach  
|                      | Commitment to Fauna & Flora’s values and these behavioural qualities  
|                      | Ability to work under pressure  
|                      | Ability to lead the programme independently in a remote setting with logistical constraints  
|                      | Ability to represent Fauna & Flora in politically sensitive or unsettled contexts  
|                      | Ability to work within a multi-cultural environment |

**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 Thang.Cin@fauna-flora.org.

Please mark your application ‘Programme Manager (Freshwater)’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 19 March 2024. Interviews are likely to take place during the week commencing 25 March 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 Thang Cin, Human Resources Manager on Tel: 09 259161952 or Email: Thang.Cin@fauna-flora.org

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