Project Manager (Karst)

“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 is in charge for Community-based Karst conservation in Kayin and Mon States. This job will oversee operational and financial management with precision, ensuring strict adherence to internal policies, contractual agreements, and legal frameworks. This role extends to empowering local conservation groups, fostering their capacity in karst preservation, and collaborating closely on the development of community-based karst Key Biodiversity Conservation Areas (KBAs) management plans. With a keen eye on responsible fund utilization, he/she will ensure timely and secure deployment of donor resources while crafting meticulous technical and donor reports. Embrace this opportunity to make a lasting impact on biodiversity conservation and community empowerment. This position will be based at Yangon Office, collaborating closely with the Karst team primarily, and undertaking field visits as necessary to designated sites.

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: March 2024

Duration of Contract: Till March 2025

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: Project Manager (Karst)

Reports to: Country Director

Line Manager of: Field Officer (Karst)

Key working relationships: Country Finance Manager and Yangon Finance team  
Administration and Logistic Officer, GIS Officer  
Human Resources Manager

Purpose:

This position will be responsible to lead implementation of Community-based Karst conservation project in Kayin and Mon States, ensuring sound operational and financial management and compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. This will include to strength the capacity of local conservation groups for karst conservation and to support the development of community-based karst Key Biodiversity Conservation Areas (KBAs) management plan in collaboration with local partners. Ensure responsible, timely and financially secure use of donor funds and development of technical and donor reports.

Main Duties:

Project implementation

- Lead implementation of community-based Karst project activities such as karst/geo-tourism development, karst conservation awareness, trainings for the community groups, show-cave management, karst KBAs management plan development, guano cave management, etc in the Kayin and Mon States, Myanmar, ensuring compliance with operating standards, policies and procedures, and contracts and grant agreements
• Responsible for ensuring that field surveys of birds, bat and flora, etc, survey data analysis and reporting in the karst Key Biodiversity Areas (KBAs) in Kayin and Mon States are conducted efficiently and effectively
• Responsible to organize trainings (biodiversity survey, guano harvesting, show-cave tourism management, show-cave tourist guiding, land use planning), community consultation meetings for land use planning and KBA management plan development and Karst conservation awareness campaigns in project area
• Lead the development of management plans for Karst KBAs using Free Prior Informed Consent procedure
• Promote development of sustainable karst/ geo-tourism together with local partners
• 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
• Prepare cash advance requests for set task and ensure strict reconciliation of financials in a timely manner after completion of set activity.
• Responsible to prepare technical reports, and donor reports, and prepare quarterly and monthly budget forecasts based on work plan and coordinate with finance team for ensuring cash availability
• Responsible to manage the project equipment and other resources according to organization standard procedure
• Ensure that work undertaken by the project team and partners complies with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the Myanmar Country Programme

Financial Management
• Co-Management project budgets with Country Director
• Support Myanmar program logistician to procure project equipment, infrastructure, etc

Project representation:
• Liaise with village-level authorities and relevant stakeholders
• Liaise with national and international technical experts for the biodiversity assessment, project management, and karst/geo-tourism and karst KBAs management plan development.

Person Specification

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<th>Citizenship</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>Myanmar national</td>
<td>Good English language (spoken and written)</td>
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<td>Skills</td>
<td>Good programme leadership skills</td>
<td>Technical karst conservation Knowledge</td>
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<td>Good people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
<td>Good project management skills with proven experience in project implementation and evaluation</td>
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<td>Good financial management and numeracy skills, including budgeting and reforecasting</td>
<td>Strategic planning skills</td>
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<td>Strong communication, presentation and networking skills, including report and proposal writing</td>
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<td>Strong prioritisation and time management skills, with ability to work to multiple deadlines</td>
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<thead>
<tr>
<th>Knowledge and experience</th>
<th>Behavioural qualities</th>
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<tbody>
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<td>• Excellence Microsoft Office skills, including Outlook and Excel</td>
<td>• Proven record of ownership of, and accountability for, programme operations and delivery at similar level</td>
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<td>• Knowledge on programme development and fundraising and donor relationships</td>
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<td>• Experience working with stakeholder agencies, communities and community-based organisations, partner NGOs and for-profit entities</td>
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<td>• Commitment to FFI’s strategy and approach</td>
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<td>• Commitment to FFI’s values and these behavioural qualities</td>
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<td></td>
<td>• Ability to work under pressure</td>
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<td>• Ability to represent FFI in politically sensitive or unsettled contexts</td>
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<td>• Ability to work within a multi-cultural environment</td>
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<td>• Qualification in biodiversity conservation or related science/social science</td>
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<td>• Knowledge in institutional development and capacity building</td>
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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 ‘Project Manager (Karst)’ 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