

## Project Manager – Darwin Extra, Kenya at Fauna & Flora International

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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Fauna & Flora International (FFI) has been championing wildlife conservation in Kenya in some shape or form since our foundation in . Exactly a century later, we opened an office in Nairobi and established a formal country programme, since when we have been supporting local partners to protect key habitats and species. In particular, we have played a crucial role in establishing a number of wildlife conservancies in northern Kenya that protect wildlife while also supporting sustainable local livelihoods.

### Specific Duties:

Under the line management of the Programme Manager – Terrestrial, Kenya, the Project Manager -Darwin Extra, Kenya will have the following responsibilities:

#### **Project Management and coordination**

Coordinate effective implementation of the Darwin Extra project objectives and Theory of Change, managing and supporting the inputs of multiple technical experts and field and partner staff

Provide technical support to project partners, facilitating partners and stakeholders to deliver outcomes and outputs

Lead the development of budgets, work plans and monitoring and evaluation frameworks for the project, in close coordination with the project implementing partners and key FFI staff

Ensure effective and timely delivery of project activities and deliverables against the work

plan, targets, reporting timeline and budget

Manage procurement processes for FFI in accordance with institutional and donor requirements

Manage project inputs from relevant technical and operational staff, consultants and implementing partners

Coordinate project data and results management, ensuring compliance with FFI's data management framework

Identify support needed to build the organisational and technical capacity of the implementing partners to deliver the project

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

### **Grant Management**

Act as primary point of FFI contact for the project implementing partners and stakeholders in coordination with line manager, Country Manager and Technical Specialists.

Ensure all grant agreements, sub-grant agreements and contracts are in place, appropriate to, and comply with, FFI operating standards, FFI Delegation of Authority (DoA), and implementation context within the region.

Manage the project to ensure delivery of the grant within timeframe and budget, in compliance with all obligations within the terms of the Grant Agreement, and in accordance with FFI policies and procedures, in close cooperation with partner leads.

Lead donor technical report writing, coordinating the inputs of FFI staff and partners, ensuring accurate and timely technical, operational and institutional reporting as per FFI and donor requirements.

Ensure any non-compliance is addressed or raised through appropriate policies and procedures.

At grant end, lead the grant management and administrative steps required for smooth

grant closure and finalisation of all requirements with the donor.

### **Financial Management and Reporting**

Be responsible for project finances with specific attention to tracking and forecasting expenditures to ensure project delivery is on budget and satisfies donor compliance requirements, FFI regulations, and the FFI Delegation of Authorities (DoA)

Ensure proper book-keeping for project financial records that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements

Analyse project financial performance, including postings and spend, working closely with the Finance and Administration Manager, Kenya and FBP (E&SA)

Be responsible for regular budget forecasting and re-budget throughout the year in collaboration with project team as required

Oversee project implementing partners to ensure appropriate maintenance of project financial records and that financial management meets both FFI's institutional auditing requirements and donor reporting and auditing requirements, working with Grants and Operations Manager, Kenya and FBP (E&SA)

Prepare project financial reports, with support from the Grants and Operations Manager, Kenya and FBP (E&SA), and ensure timely and accurate financial donor and institutional reporting.

Prepare periodic disbursement requests and budget justifications for the donor

Prepare periodic transfers to project partners as per sub-grant agreements in place, following receipt of accurate and timely project financial reporting from them as required

Ensure grant budget details are accurately entered into FFI's institutional annual budget within agreed timeframes

### **Communications & Representation**

Assist with documentation and dissemination of lessons learned internally and externally

Bring to the attention of the Communications Department news worthy items arising within

the project

As required, represent FFI at appropriate external meetings and fora, including consultations, meetings and briefings

### **Project Development**

As required, support the raising of additional support (financial and non-financial) to enable and complement project activities

Contribute to strategic planning and development of FFI's wider work in the project landscape

### **Other**

Support a culture of excellent communication, sharing of knowledge, lessons learnt and best practices and collaboration between project staff, wider FFI team members, implementing partners and other stakeholders as appropriate

Undertake any other tasks commensurate with the position that may be requested from time to-time by Line Manager

### **Person Specification**

#### **Skills**

##### **Essential**

Excellent project management skills with proven experience in project design, development, implementation, monitoring and evaluation· Excellent financial management and numeracy skills, including budgeting and reforecasting

Strong organisational skills, with structured and methodical approach to work

Excellent interpersonal skills, specifically ability to communicate and collaborate effectively with partner organisations and donors

Excellent written and oral communication skills, including report writing

Advanced Microsoft Office skills, including Outlook and Excel

Fluency in English (spoken and written)

##### **Desirable**

Fluency in Swahili strongly desirable

## **Knowledge and experience**

### **Essential**

Undergraduate degree in wildlife management, conservation biology, natural resources management or a relevant field.

At least seven years of experience in project management – delivering complex statutory grants, involving diverse actors, and requiring delivery and monitoring of multiple streams of work

Proven experience in financial management of high-value grants (budgets totalling in excess of 1m GBP/USD pa)

At least seven years of experience in the design and implementation of conservation projects

Experience of grant management – legal compliance and the responsible management of donor funds

Proven experience in managing donor relationships effectively

### **Desirable**

Master's degree in Wildlife Management, conservation biology, natural resources management or a relevant field

Experience working with government agencies, communities and community-based organisations, local NGOs and for-profit entities

Experience working within a geographically dispersed team

Previous experience with DEFRA-funded projects

Proven experience working in the environment and development field internationally

## **Behavioral Qualities**

### **Essential**

Excellent team player, able to seek out and harness the views and contributions of others

Ability to understand the perspective of different stakeholders, to empathise, in order to facilitate identification of solutions to obstacles and challenges

Self-motivated and output-driven, committed to producing the highest quality of work

Flexible and adaptable in uncertain and changeable work situations

Rigorous and diligent approach to work

Commitment to FFI's values and mission

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