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Project Manager, Marine Plastics, Coastal & Marine Conservation Programme

“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.

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, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. 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 10 million.

Cambodia Programme

Cambodia supports a rich variety of wildlife and habitats, including Asian elephants, Siamese crocodiles, giant ibises, the largest freshwater lake in Southeast Asia, pristine rainforests and important coastal habitats. Fauna & Flora has been working to support biodiversity conservation and sustainable development in Cambodia since 1996, and established a programme office in Phnom Penh in 2000.

Achievements of the Cambodian programme include: conducting the first benchmark surveys of tigers, elephants, Siamese crocodiles and other wildlife in northern, eastern and southwest Cambodia; contributing to the creation of two major protected areas in the Cardamom Mountains; establishing three community-based wetland sanctuaries; training protected area managers in two wildlife sanctuaries; assisting development of national legislation; developing toolkits for addressing human-elephant conflict; helping to establish Cambodia's first marine protected area; establishing Cambodia's first Masters of Science course and national reference collections; publishing Cambodia's first scientific journal, a national field guide to amphibians, and national guidelines for sustainable development in protected areas.

Coastal & Marine Conservation Programme

Starting in 2010, Fauna & Flora Cambodia's Marine Programme supports coastal communities and the Royal Government of Cambodia through a programme of capacity building and technical support. Known locally as the Coastal & Marine Conservation Programme (CMCP), the programme's goal is to protect marine biodiversity and strengthen the resilience of coastal ecosystems and communities in Cambodia, working with partners to establish and manage Marine Protected Areas (MPAs). Since the successful establishment of Cambodia's first large-scale MPA in the Koh Rong Archipelago in 2016 and growing national momentum, the team and partners are replicating this model across Cambodia's important and biodiverse coastline. Over the next three years, we aim to further strengthen locally-led coastal management and create a network of well-managed and connected MPAs across Cambodia's coastline, supporting collaborative resource management and sustainable livelihoods while building partnerships to catalyse the development of a representative and effective MPA network.

The Opportunity

The Coastal & Marine Conservation Programme is seeking an experienced Project Manager to lead a continually growing Marine Plastic project. The role will be responsible for the planning, and implementation of marine plastics project activities at the targeted coastal areas in Cambodia, while strengthening relations with national and sub-national authorities, and local partners. The role will involve training and capacity building for community authorities and/or members, data collection for marine litter monitoring, supporting awareness activities, and logistic and administrative arrangements for fieldwork. The Project Manager will coordinate and provide information and data for report writing and fundraising initiatives. The role will also work with a dynamic team in the implementation and administration of Fauna & Flora's Marine Plastic Project.

In return, the role offers the opportunity to work within a warm and positive Foreign NGO, contributing to the delivery of Conservation Outputs protecting Cambodia's wildlife and ecosystems, at the forefront of global conservation, with the opportunity to apply and develop your skills and expertise.

Terms and Conditions

Start Date:	February 2024
Duration of Contract:	2 year fixed-term contract, subject to be renewed based on the availability of funds
Probation Period:	Three months
Gross Salary Range:	USD 33,250 per annum
Location:	Fauna & Flora Cambodia Programme Office, Phnom Penh with regular travel across Cambodia
Benefits:	For international appointments, Fauna & Flora expatriate benefits apply: <ul style="list-style-type: none">• 25 working days annual leave entitlement• Medical insurance• Annual return flight home• Relocation flight on commencement of employment• Repatriation flight on termination of employment• Relocation allowance/Repatriation allowance• Accommodation allowance
Hours of Work:	This is a full-time position, working Monday to Friday from 8:00AM to 5:30PM, with 1.5 hours break from 12:00PM to 1:30PM.

Job Description

Job Title: Project Manager, Marine Plastics, Coastal & Marine Conservation Programme

Reports to: Programme Manager - Coastal & Marine Conservation Programme

Key working relationships: Country Director, Fauna & Flora Cambodia Programme and Project Managers of the Coastal & Marine Conservation Programme
Technical Specialist, Marine, Asia Pacific in the UK
Operation Team (HR, Finance & Administration, Communications) of Fauna & Flora Cambodia Programme
Partners including NGOs, Government Partners, Communities and Corporations

Purpose:

Leading a national project to prevent plastic from entering Cambodia's oceans, including ensuring strategic alignment with Fauna & Flora's mission and vision, ongoing development of the project and delivery of contextually appropriate outcomes.

Main Duties:

Project Development

- In collaboration with the Cambodia Country Director and Programme Manager, Coastal & Marine Conservation Programme, proactively identify new funding opportunities in line with the Global and Cambodia Country Programme Strategy.
- Develop tailored proposals to fund approved projects, working with the Finance and Administration Manager and Finance Business Partner to ensure accurate budgeting, staff and overhead charging and cost recovery.
- Coordinate strategic and technical input from Fauna & Flora's UK Plastics Programme and Cambodia Marine Programme throughout all proposals and partnerships, ensuring project direction is aligned with strategic goals.
- Identify opportunities and develop partnerships to strengthen the project's conservation impact, actively nurturing relationships with plastics focal points within the Cambodia government (e.g., Ministry of Environment, Provincial Departments of Environment), international agencies (e.g., UNEP, UNDP, World Bank) as well as national and local organisations.

Financial Management

- Ensure the following is adhered and undertaken for the marine plastic projects:
 - Accurate financial management
 - Compliance with internal financial policies and procedures
 - Compliance with contracts and grant agreements, including co-financing and procurement requirements
- Responsible for the timely and accurate financial donor and institutional reporting of the marine plastic projects

Operational Delivery

- Lead the team on the delivery of project activities and deliverables, coordinating team members, and ensure alignment of activities (e.g., community consultations, management plan development) with other projects such as MPA, Livelihood and Species & Ecosystems.
- Develop and monitor detailed work plans collaboratively with project partners, and ensure delivery of anticipated results, adapting work plans as necessary.
- Monitor and report against verifiable indicators, and ensure all internal and external reporting requirements related to the project are met in line with work plans and budget.
- Write high-quality donor and technical reports.
- Ensure project and any sub-contracts and agreements are implemented in compliance with Fauna & Flora's operating standards, policies and procedures.
- Identify and procure resource needs with the project team (equipment, learning resources, infrastructure, etc) to achieve project objectives and improve institutional capacity.
- Ensure that funds and project budgets are managed in compliance with internal policies, procedures as well as funder agreements and procurement requirements.

Staff Development

- Lead the recruitment of project staff, contractors and required resources to implement the marine plastics project in accordance with HR processes and institutional and donor processes.
- Actively train and build leadership and project management capacity for project staff and partners, with a focus on building national staff capacity for plastics project coordination and leadership.
- Provide supervision and mentoring to project staff, including students and volunteers engaged in the project.
- Coordinate external technical input from consultants and international experts, ensuring that contracts and deliverables are targeted towards project goals and that institutional knowledge is maintained.

Partnership Building

- Expand on the existing stakeholder mapping/analysis, SWOC and Theory of Change to identify viable options for partnerships and collaboration on specific marine plastics interventions, communicating closely with the Fauna & Flora Marine Plastics Teams in Cambodia and UK
- Liaise with potential partners and establish formal collaborations as appropriate for project development.
- Build and maintain government relationships linked to the plastics work programme at national and sub-national.
- Identify partners and key Provincial governments' focal points to introduce, develop and implement SUP reduction measures and awareness campaigns for long-term behavioural change in Marine Protected Areas (MPAs) sites levels, working closely with MPA staff.
- Identify priority activities to support the development of marine litter monitoring programme at national and sub-national level, including capacity building activities.
- Participate in relevant national events and networking opportunities to share Fauna & Flora's view, technical knowledge, experience and relevant research results.
- Provide inputs to plastic related policy-making consultations, documents and workshops at national level, and to support the inclusion of plastic reduction measures in MPAs

management plans development process.

Capacity Development and Outreach

- Develop and maintain a communication plan to share updates, research results, reports in coordination with the Communication Officers in Cambodia and UK.
- Lead development of awareness material based on implemented plastic reduction measures in MPAs, in coordination with Communication Officers.

General

- Maintain awareness of and promote safeguarding good practice and work within Fauna & Flora's Safeguarding Children and Vulnerable Adults Policy.
- Perform any other tasks that may be requested from time to time that are appropriate to skills and experience.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong interest in addressing marine litter and/or plastic pollution issues in Cambodia; • Budget management and financial planning skills • Demonstrated success in writing proposals skills • 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 • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence • Good written communication skills, including report and proposal writing • Fluency in English (spoken and written) • Proficiency with Microsoft Word, Excel and other MS Office products 	<ul style="list-style-type: none"> • Knowledge on marine plastics • Fluent in written and spoken Khmer
Knowledge and experience	<ul style="list-style-type: none"> • Bachelor degree or equivalent experience in Environmental Science/Studies, Solid Waste Management, Natural Resource Management, Social Science, Integrated Coastal Management or a related field • Experience (at least five years) in community engagement and mobilisation, ideally working with an NGO / INGO or an international agency 	<ul style="list-style-type: none"> • Experience (at least three years) in marine litter monitoring and data collection activities, ideally in coastal areas • Experience working with communities in remote locations,

	<ul style="list-style-type: none"> • Project management experience, with a focus on marine plastics 	ideally in coastal areas
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Rigorous and diligent approach to work • Team player, demonstrating the ability to seek out and harness the views and contributions of others in an inclusive and respectful manner • Ability to work under pressure and meet deadlines • Ability to build positive personal and organisational relationships • Ability to work within a multi-cultural environment 	
Other	<ul style="list-style-type: none"> • Commitment to Fauna & Flora's mission and vision and desire to make a difference • Willingness to travel outside of Phnom Penh regularly and by boat 	

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 phalina.seang@fauna-flora.org.

Please mark your application '**Project Manager, Marine Plastics**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **28 November 2023**.

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 Phalina Seang, HR & Training Manager on Tel: +855 81644 644 or Email: phalina.seang@fauna-flora.org.

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