



Programme Officer, Illegal Wildlife Trade

“In the past century FFI 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,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, and make conservation relevant by basing decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Fauna & Flora International in the Caribbean

FFI is one of only a few international organisations working in the Caribbean region and is helping to raise awareness on the need for conservation action and to build the capacity of local partners in the region to conserve priority species and habitats.

FFI currently support more than a dozen active projects in the Eastern Caribbean all of which were instigated by local request. These projects encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade.

The Caribbean Illegal Wildlife Trade project started in 2017 as a response to the concerning illegal trade of Eastern Caribbean reptiles for the pet markets in the US, Europe and Japan. The project covers work on Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines, but is looking to expand to other Caribbean island that are involved in this illegal activity.

The Opportunity

We are seeking qualified candidates to join FFI as a Programme Officer to provide administrative and technical support to the implementation, monitoring and evaluation of an anticipated three-year Combating Wildlife Trafficking Activity (CWTA) project to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. Working under the direction of the Project Manager, CWTA (Chief of Party), the role will involve close collaboration with FFI technical, operations, and project staff, and coordination of partners and stakeholders in Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines, the Dominican Republic, and elsewhere in the region.

You will be experienced in coordinating and supporting complex conservation projects, including operational and financial administration. You will be responsive to partner and donor needs and requirements and have experience in supporting grant compliance, including statutory donors. You will have strong technical skills in either illegal wildlife trade and/or social sciences.

You will have the personal qualities and skills necessary to collaborate effectively with nongovernmental organisations and a variety of other partners and stakeholders, as well as strong verbal and written communication skills.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate.

Final appointment will be contingent on final confirmation of funding.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Three-year, fixed term contract
Probation Period:	Three months
Salary:	circa USD 21,400 per annum
Location:	Antigua Other locations in the OECS could be considered
Benefits:	20 working days' annual holiday entitlement plus Public/Bank Holidays
Hours of Work:	This is a full-time position, working Monday to Friday from 8.00am to 5.00 pm, with a one-hour lunch break.

Job Description

Job title:	Programme Officer, Illegal Wildlife Trade
Reporting to:	Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party)
Key working relationships:	Programme Manager, Caribbean Programme Finance Officer, Americas & Caribbean Finance & Admin Officer, Caribbean Sub-regional Manager, Caribbean Finance Business Partner, Americas & Caribbean Programme Manager(s), Caribbean Technical Specialist, Wildlife Trade Partner organisations

General Responsibilities:

Under the line management of the Project Manager, CWTA (Chief of Party), the Programme Officer will provide technical and administrative support to the anticipated three-year CWTA project. Working closely with the Chief of Party and Caribbean Programme Manager, this role will provide timely support to the timely, effective implementation, monitoring, and reporting of the CWTA project, assuring high standards of internal compliance and grant administration.

Specific Duties:

Project support

- Support with direct implementation of selected activities including co-organising and co-

facilitating multi-stakeholder national and regional meetings and training workshops, including recording and disseminating minutes as needed

- Liaise with FFI's Communications team and with partner organisations in the design and dissemination of communication materials to promote the project
- Under the guidance of the Sub-regional Manager, Caribbean and Programme Manager, Caribbean, actively contribute to project development. This includes contributing ideas for new projects, participation in project planning workshops and contributing to development of funding proposals
- Produce or contribute to reports for external and internal stakeholders on project progress
- With guidance from the Programme Manager and Wildlife Trade Specialist, take responsibility for ensuring that necessary data are collected to deliver research-based activities and track progress against FFI's Caribbean IWT M&E plan
- Work with the Programme Manager to ensure data collected by the project feeds into regular adaptive management processes, involving key project partners

Financial Administration

- Support financial administrative tasks, including:
 - support the team with checking monthly expenditure against budget
 - collate data from field and in-country team members and partners for financial and grant reporting
- Assist in the preparation of sub-grant agreements, MoUs, consultancy contracts and ensure appropriate input from relevant Americas & Caribbean colleagues, FFI Operations and HR team members
- Work with the Programme Manager, to support compliance with donor requirements including procurement, and financial administration
- Maximise the use of internal FFI finance and operations systems to support grant management processes and support project staff to do the same
- Provide support to senior team members with expense claims and cash advance returns

Project Administration

- Carry out administrative tasks, including: supporting team meetings, arranging courier logistics, assisting with grant and institutional audits, ensuring data storage management following FFI data management framework and directing internal and external enquiries as appropriate
- Support team members in the procurement and purchase of equipment and services as required, ensuring adherence to relevant FFI's and donors' policy and procedures
- As requested, prepare and co-ordinate the transportation of field equipment from the UK to in-country offices by travelling team members
- Collaborate with relevant individuals from other FFI departments and regional programmes, as well as other organisations operational in the region, as required in fulfilment of your duties

Travel and Meeting Coordination

- Assist FFI staff with travel arrangements ensuring adherence to FFI travel procedures, including: booking flights and accommodation, providing visa application support, organising diaries and coordinating associated documentation
- Assist in the organisation, arrangement and development of team meetings, regional events, including conferences, regional, and other team meetings, and conference calls, and provide administrative support as appropriate, including recording minutes

Other

- Participate in and contribute to Americas & Caribbean team meetings
- Work in full compliance with FFI policies and procedures and other protocols, ensuring work is done to high quality and within budget
- Undertake other activities that you may, from time-to-time, be asked to perform by the Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party) commensurate with your skills and experience and project aims.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Technical conservation skills preferably in illegal wildlife trade and/or social sciences• Excellent proven administrative and coordination skills• Good organisational and time management skills, with structured and methodical approach to work and a clear focus on outputs• Ability to generate, compile and analyse technical information, including qualitative and quantitative data• Excellent interpersonal, verbal and written communication skills and a good reporting writing style• Excellent attention to detail• Ability to work under pressure and to turn work around to tight deadlines• Fluent written and spoken English• High proficiency in word processing, spreadsheet and database programmes such as generate graphs, create PowerPoint presentations and format documents	<ul style="list-style-type: none">• Proficiency in a language relevant to the Americas & Caribbean region (e.g. Spanish, French, Creole)• Ability to summarise technical information for a range of audiences
Knowledge and experience	<ul style="list-style-type: none">• Proven experience in an administrative support role• Experience working with local partner organisations, authorities and communities in different cultural contexts• A degree or equivalent professional	<ul style="list-style-type: none">• Proven experience of collaborating with partner organisations, including governments, NGOs, community groups and businesses

	<p>experience in a relevant field such as biodiversity conservation, sustainable development/ development studies, criminology and criminal justice or a related field</p>	<ul style="list-style-type: none"> • Relevant knowledge of illegal wildlife trade issues in the Caribbean • Experience of financial management • Experience carrying out social research, particularly in relation to sensitive topics, such as illegal wildlife trade • Experience working in the Eastern Caribbean • Experience working on USAID-funded projects
Behavioural qualities	<ul style="list-style-type: none"> • Ability to build positive personal and organisational relationships • Excellent team player with the ability also to work well under own initiative • Shows initiative and a positive approach to dealing with challenges and problems 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Eligibility to reside and work in the OECS 	

FFI 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 International (FFI) 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, consisting of covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted via email to marisa.victor@fauna-flora.org.

Please specify in your covering letter where you saw the position advertised.

Please mark your application '**Programme Officer, Illegal Wildlife Trade**'.

The closing date for applications is **19 May 2023**.

Interviews are likely to be held during the week commencing **29 May 2023**. Interviews will be held remotely. Candidates selected for interview will be contacted by email.

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

FFI 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 Ema Infante, Senior HR Adviser (International), FFI, on Email: ema.infante@fauna-flora.org

FFI values diversity and is committed to equality of opportunity. We would especially welcome applications from members of minority groups in the Caribbean.