



**FAUNA & FLORA**  
INTERNATIONAL

**Programme Officer,  
Kyrgyzstan, Eurasia**

### **Application Pack**

**“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**

**Innovative conservation since 1903**

## **FAUNA & FLORA INTERNATIONAL**

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

## **KYRGYZSTAN PROGRAMME**

Fauna & Flora International (FFI) has been working in Kyrgyzstan since 1997, and over the years we have been involved in a wide variety of activities, ranging from improving protected area management and boosting conservation measures for threatened species such as the snow leopard to carrying out important biodiversity research and monitoring and working with local communities for conservation.

Our current programme includes work to conserve a number of country's most precious ecosystems, including the fruit-and-nut forests in the south of the country and several areas of montane grassland. We also work to protect a number of highly threatened species, including wild apples, pears and tulips as well as several species affected by illegal wildlife trade, such as the saker falcon and steppe tortoise. FFI works with a large number of partners across Kyrgyzstan, works to build local capacity and ensure that local people are at the heart of our work to conserve the country's stunning biodiversity.

## **THE OPPORTUNITY**

FFI is seeking qualified candidates to support the development, management, and coordination of several conservation projects managed by FFI's Kyrgyzstan programme.

Reporting to the FFI Kyrgyzstan Country Director, the Programme Officer will help to ensure smooth management and coordination of several conservation projects for the some of the country's most threatened landscapes and species. Working across several different projects (including but not limited to forests, grasslands and illegal wildlife trade) the programme officer will support effective monitoring and evaluation, organise logistics and field trips, contribute to reports for both scientific and donor audiences and take an active role in supporting communication and development of the FFI Kyrgyzstan Programme. The candidate should have relevant knowledge and experience with conservation and/or environmental issues and they must be passionate and committed to conservation. Spoken and written fluency in English and Russian is essential. Proficiency in Kyrgyz is considered an advantage. A degree or equivalent level qualification in a relevant discipline and experience in a related role are expected.

This position is based in FFI's office in Bishkek.

In return, the role offers the opportunity to work within a ground breaking and entrepreneurial organisation, at the forefront of global conservation.

## TERMS AND CONDITIONS

<b>Start Date:</b>	October 1 <sup>st</sup> 2020
<b>Duration of contract:</b>	A year fixed term Kyrgyzstan local consultancy contract (patent/taxes are paid by the employee), with potential to extend subject to business need and funding availability
<b>Probation Period:</b>	Three months
Salary:	\$7,800 per annum
Location:	Based in FFI's office in Bishkek
Benefits:	n/a as a consultancy contract
Hours of Work:	Full time working five days per week, a total of 37.5 hours per week

## **JOB DESCRIPTION**

**Job Title:** Programme Officer, Kyrgyzstan

**Reporting to:** Director of FFI Kyrgyzstan

**Working with:** Programme Assistant, Kyrgyzstan; Livelihoods Coordinator, Kyrgyzstan; Central Asia Ecologist; Central Asia Programme Manager and other colleagues within FFI's Eurasia Programme

**Responsible for:** N/A

### **General Responsibilities**

To ensure smooth coordination of several conservation projects managed by FFI's Kyrgyzstan programme, therefore supporting the effective delivery and development of FFI's conservation projects in Kyrgyzstan. The post-holder will support a range of day-to-day activities including organisation of meetings, workshops and field trips; will carry out work planning and monitoring and evaluation, and will support the wider development of the FFI Kyrgyzstan Programme through contributing to communications, development of ideas for and design of new projects, report writing and proposal writing.

### **Specific responsibilities:**

1. Under the guidance of the Country Director, ensure effective coordination of FFI's Kyrgyzstan programme's portfolio of conservation projects. This includes effective planning of agreed activities, monitoring project progress in the field and completing or overseeing the production of project deliverables.
2. Under the guidance of the Country Director, and with technical support from the Central Asia Ecologist, ensure effective monitoring and evaluation of FFI's conservation projects in Kyrgyzstan against agreed indicators.
3. Working with the Livelihoods Coordinator and other colleagues in FFI's Kyrgyzstan's Programme, support the organisation and coordination of field activities with associated experts, partners, employees of specially protected areas and forest enterprises, and other local stakeholders;
4. Help partners in achieving their objectives and activities in accordance with the objectives of the projects. Make joint trips to project sites and meetings, and also work with them to solve emerging problems;
5. Contribute to strong internal communication between the FFI Kyrgyzstan programme and FFI's headquarters. This includes production of technical and financial reports, attendance of team meetings and contribution of materials for communications on FFI's website and social media pages
6. Lead on or contribute to reports for external and internal stakeholders on the progress of projects, research and information received, the impact of projects and lessons learned;
7. Under the guidance of the Country Director and the Central Asia Senior Programme Manager, actively contribute to project development. This includes contributing ideas for new projects,

participation in project planning workshops and contributing to development of funding proposals.

8. Carry out effective office work and support and work with the Programme Assistant to maintain records of all project activities;
9. Work with colleagues in FFI's Kyrgyzstan's Programme to ensure that all costs associated with projects are accurately recorded, including obtaining all necessary additional documentation;
10. Work with colleagues in FFI's Kyrgyzstan's Programme to provide logistical support for the implementation of the programme, as required, including organising domestic travel, accommodation, etc. This includes accompanying FFI staff on trips to Kyrgyzstan;
11. Make efforts to keep abreast of environmental issues, policies, programs and actors in Kyrgyzstan, and ensures that this information is available to the staff of the FFI Eurasia team;
12. Although there are no direct reports to this role, the Programme Officer will also help to share knowledge within the FFI Kyrgyzstan team and will mentor and advise other staff and interns working in the office as appropriate.
13. In coordination with the Country Director, perform any other tasks that may arise from time to time, according to the skills and experience, including the representation of the FFI and participation in other project and office activities.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to manage and coordinate conservation projects</li> <li>• Excellent organisational skills, with ability to assess and prioritise tasks effectively and to deliver activities to deadlines</li> <li>• Proven ability to collaborate effectively with partner organisations, including governments, NGOs, community groups and businesses</li> <li>• Strong communication, diplomacy and networking skills, with ability to present, negotiate and persuade with confidence and credibility</li> <li>• Strong written communication skills, including report and proposal writing</li> <li>• Fluency in written and spoken English</li> <li>• Proficiency in Russian</li> <li>• Proficiency in Kyrgyz is desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant field skills, including ecological survey techniques, species ID or first aid</li> <li>• Experience with monitoring and evaluation of conservation projects</li> <li>• Experience with facilitation of workshops and seminars</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree or equivalent qualification in a conservation / natural resource management field</li> <li>• Understanding of a range of conservation issues and approaches</li> <li>• Relevant experience of working on conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience working with government on conservation issues</li> <li>• Relevant knowledge of forest or grassland</li> </ul>

	<ul style="list-style-type: none"> <li>and / or environmental issues</li> <li>• Relevant experience working with communities on conservation issues</li> </ul>	conservation, plant conservation or illegal wildlife trade.
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Considerate team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Good attention to detail</li> <li>• Supportive of others</li> <li>• Maintains a high level of confidentiality</li> <li>• Culturally sensitive</li> <li>• Builds positive personal and organisational relationships</li> <li>• Ability to deal with challenges in a positive way</li> <li>• Commitment to conservation</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel within Kyrgyzstan to carry out fieldwork</li> <li>• Entitlement to work in Kyrgyzstan</li> </ul>	

## APPLICATION PROCESS

Applicants should submit a CV and covering letter describing their suitability for the role to Jarkyn Samanchina: [Jarkyn.Samanchina@fauna-flora.org](mailto:Jarkyn.Samanchina@fauna-flora.org) by **September 11, 2020**.

## 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 Kathie Alban, HR Manager, FFI, on Tel: +44 (0)1223 579330 or Email: [kathie.alban@fauna-flora.org](mailto:kathie.alban@fauna-flora.org).

**FFI values diversity and is committed to equality of opportunity**