



FRANKFURT  
ZOOLOGICAL  
SOCIETY

# PROTECTED AREA FINANCING AND OPERATIONS COORDINATOR

## **DEPARTMENT/PROGRAM/ PROJECT:**

Europe Department, FZS Ukraine

## **POSITION WITHIN THE ORGANISATION:**

FZS Ukraine

## **POSITION HOLDER REPORTS TO:**

Vasyl Mochan — Deputy Project Leader.

## **REPORTING TO POSITION HOLDER:**

Office assistant (partially assigned to position holder to assist with data management where necessary)

## **POSITION'S OBJECTIVE:**

The level of support provided by FZS to Ukrainian protected areas has increased strongly over the last years and particularly since May 2022. FZS is able to provide this support because of its good reputation and standing with donors and third-party funders, most notably the German government.

FZS holds an ethical and legal obligation to ensure that this support is used in line with Ukrainian and International law, in line with the mission and vision of FZS, and in keeping with the standards of the donors.

The Compliance manager will be responsible for ensuring that both FZS Ukraine, its national partners and the recipients of support adhere to the required reporting, standards and conditions. Specific tasks and duties are detailed below. This is envisioned as a full-time position (40 hours per week)

## 6. MAIN TASKS

### 6.A.: SPECIFIC TASKS

Targets and description of tasks	Proportion of time
<p><b>Monitor the compliance of protected areas with respect to operating cost support provided by FZS.</b></p> <ul style="list-style-type: none"> <li>▶ Monitor PA budgets, available financial resources and spending:           <ul style="list-style-type: none"> <li>• Ensure timely submission by PAs of official budgetary information and declarations;</li> <li>• Monitor public tender platforms (i.e., zakupki.prom.ua, prozorro etc.) for procurements by participating PAs.</li> </ul> </li> <li>▶ Coordinate the critical assessment of annual and quarterly action plans submitted by PAs. This includes but is not limited to:           <ul style="list-style-type: none"> <li>• Ensure that plans are delivered on time and in full and follow up immediately regarding late submissions.</li> <li>• Coordinate action plan assessment and approval by FZS subject-matter experts, generally assess the quality of the plans and respond with amendment requests where necessary (i.e., where plans do not meet the required level of detail);</li> <li>• Ensure all supporting documentation required (e.g., registration docs etc.) are submitted.</li> </ul> </li> <li>▶ Critically evaluate activity reports as submitted by PAs on an annual and quarterly basis:           <ul style="list-style-type: none"> <li>• Assist in the development and/or improvement of reporting templates and guidelines and provide a helpdesk to PAs who require assistance with the reporting;</li> <li>• Ensure reports are delivered on time and in full and follow up immediately regarding late submissions;</li> <li>• Assess (where necessary together with FZS subject-matter experts) the quality and accuracy of reports and respond rapidly with amendment requests or requests for clarification where necessary;</li> <li>• Ensure all supporting documentation required (e.g., photos, SMART report etc.) are submitted;</li> <li>• Clear reports as complete so that the respective PA can be cleared for further support.</li> </ul> </li> <li>▶ Conduct in-person selective inspections (or upon receiving a tip from other staff or informants) of PA facilities to investigate correct use of provided resources. Inform the line manager / Team lead if breaches or inconsistencies are detected.</li> </ul>	85 %
<p><b>Support the development of Codes of conduct and the adoption of ‘Environmental and Social Safeguards’ in protected areas:</b></p> <ul style="list-style-type: none"> <li>▶ Support the development of recipient code of conduct and ensure this is signed by all recipients of support (principally the protected areas).</li> <li>▶ Maintain a register of all signed documents and orderly digital and physical folders of signed documentation.</li> <li>▶ Assist FZS Ukraine Finance Lead with conducting malpractice background checks on current and potential suppliers and service providers. Assist with updating a database of actors with potential or confirmed questionable backgrounds.</li> <li>▶ Support the adoption of environmental and social safeguards at FZS Ukraine and partner institutions.</li> </ul>	10%
<p><b>Develop and administer independent complaints and whistle-blower mechanisms:</b></p> <ul style="list-style-type: none"> <li>▶ Ensure that necessary third-party complaints mechanisms are made available on FZS media and are communicated to stakeholders;</li> <li>▶ Ensure that FZS own independent complaints mechanism is communicated to stakeholders and that there is well established knowledge of its existence and integrity;</li> <li>▶ Establish oneself as a reliable and neutral direct point of contact for complainants / informants who may not be able to use the other mechanisms (i.e., elderly people from rural communities).</li> </ul>	5%



## 6.B. GENERAL FZS RELATED TASKS:

We expect the person holding the position to carry out the described job responsibilities in an environmentally conscious manner. Our aim is to ensure all resources are utilised effectively and efficiently. When purchasing/supplying goods or services, the person needs to apply principles that ensure “sound value for money” and to follow the rules set by the FZS Finance Department (stored on the relevant Office 365 Sharepoint Folders). The person holding the position ensures that:

- ▶ He/she himself/herself and all staff reporting to him/her are aware of the FZS vision, mission, goals and strategy, as well as the importance and value of biodiversity and wilderness.
- ▶ FZS is a recognised entity with a positive reputation as a conservation partner both in its project areas and the respective countries.
- ▶ Partnerships are established and maintained as appropriate for project management.
- ▶ Dissemination of project results and lessons learnt nationally, internationally and within FZS through procedures established in the FZS steering committee.
- ▶ Expenditures are made within the framework of agreed budgets and follow FZS financial policies and procedures.
- ▶ Project plans and reports are submitted as per FZS, donor and partner requirements – deadlines are met.
- ▶ Difficulties, delays or “bad news” in relation to project implementation are reported to line managers without delay.
- ▶ All FZS operational rules and regulations (stored on the relevant Office 365 Sharepoint Folders) are applied.
- ▶ Vehicles, infrastructure and equipment are taken care of thoroughly.

## 7. SKILLS AND QUALIFICATIONS

- ▶ University degree, Bachelor’s or higher. Master’s degree in a field related to nature conservation, ecology, biology, geography is an asset.
- ▶ At least 5 years of prior professional experience.
- ▶ Experience working in or with donor and/or publicly funded projects is essential.
- ▶ Experience with preparation of donor reports is an asset.
- ▶ Meticulous attention to detail
- ▶ Comfortable with a lot of paperwork and data work.
- ▶ Experience with Ukrainian financial data. Experience with PA financial management an asset.
- ▶ Fluent in English and Ukrainian. German an asset
- ▶ Strong-willed and able to hold one’s ground when facing adversity and with difficult individuals whilst still maintaining a tactful and respectful manner
- ▶ Strong ethical compass and zero-tolerance attitude to corruption and fraud.
- ▶ **Whilst being steadfast, this position-holder must also be compassionate in that they understand that reporting is often an additional task given to people who have little time and experience. The incumbent should therefore not simply aim to ‘enforce’ but must be willing to ‘facilitate’ and even directly assist partners at times to properly complete reports.**

**Applications should be sent to [ukraine@fzs.org](mailto:ukraine@fzs.org) by 30 June.**

Applications should be in English and consist of single pdf with cover letter and 2 page CV.  
Location is Lviv or Carpathians. Start date — ASAP. Willingness to travel essential.