



## Senior Technical Specialist, FFI Vietnam Programme, Asia-Pacific

“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, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base 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.

## 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 Vietnam, Indonesia, Cambodia 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.

## Vietnam Programme

Vietnam supports a rich variety of wildlife and habitats, some of which is rare and found nowhere else in the world. Despite its relatively small size, Vietnam is the 16<sup>th</sup> most biodiverse nation on Earth. Vietnam's natural world includes some of the highest diversity of primates (apes and monkeys) in the world, with an incredible 25 species. Vietnam is also a global hotspot for plant, amphibian, reptile and bird richness and endemism.

The FFI Vietnam Programme, established in 1997, is at the forefront of conserving this unique and threatened wildlife and we have experienced some significant successes especially in the recovery of primate populations. Our programme includes a focus on: species conservation; strengthening the protected area network and improving management effectiveness; conservation and connectivity at the landscape scale; supporting the wellbeing of local communities and enabling community-based conservation approaches, placing local stakeholders at the forefront of forest management, protection and monitoring; addressing illegal and unsustainable wildlife trade, and we have recently launched a new marine programme.

## The Opportunity

FFI is seeking a Senior Technical Specialist to provide technical and operational support across the FFI Vietnam Country Programme. As Senior Technical Specialist, you will be a highly experienced conservation professional, and able to take responsibility for the design and implementation of survey and monitoring work (social and natural science), including analysis, data management and reporting.

You will have a strong proven track record in the delivery of technical reports and scientific publications, and provide technical input to programme development and proposal writing. You will be skilled in providing technical advice and input to the design, development, implementation and monitoring and evaluation of conservation outcomes.

You will act as the main conduit for international best practice (including from cross-cutting teams) to enter into and guide the Vietnam Programme's portfolio of work and act as a focal point for research and academic partnerships. The role also requires the provision of support to the Country Director in managing other external relationships i.e. donor communications and reporting and representing the interests of FFI in place of the Country Director where required.

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Two-year, fixed-term contract
<b>Probation Period:</b>	Six months
<b>Salary Range:</b>	USD 37,000 – USD 40,000 per annum
<b>Location:</b>	FFI Vietnam Programme Office, Hanoi, with regular travel across Vietnam
<b>Benefits:</b>	For international appointments, FFI expatriate benefits apply: <ul style="list-style-type: none"><li>• 25 working days annual leave entitlement</li><li>• Medical insurance</li><li>• Annual return flight home</li><li>• Relocation flight on commencement of employment (if applicable)</li><li>• Repatriation flight on termination of employment (if applicable)</li><li>• Accommodation allowance</li></ul>
<b>Hours of Work:</b>	This is a full-time position, working Monday to Friday for 8 hours per day from 8.30am to 5.30pm, with a one-hour lunch break.

## Job Description

<b>Job Title:</b>	Senior Technical Specialist, FFI Vietnam Country Programme
<b>Reporting to:</b>	Country Director, FFI Vietnam Country Programme
<b>Line Manager of:</b>	Monitoring, Evaluation & Learning Officer Biodiversity Assistant (Data & Reporting)
<b>Key Internal Relationships:</b>	Country Programme Manager, FFI Vietnam Programme Projects Managers Chief Biodiversity Officer Vietnam Finance Manager and Finance Team Technical and Communications staff

**Working with:**

Project teams; cross-cutting teams (in particular: Analytics, Conservation Technology, MEL, Science & Design, Wildlife Trade); routinely liaise with local government agencies, local communities and community-based organisations, partner NGOs, and national and international academic partners, representing the values and interests of FFI at all times.

**Purpose:**

The Senior Technical Specialist, under the supervision of the Country Director, will lead on technical inputs to all projects of FFI in Vietnam. The position requires working directly with Project Managers and technical staff to ensure effective activity planning to meet technical requirements and ensuring that the deliverables are feasibly completed to standard and in a timely fashion.

**Specific Duties:** Under the line-management of the Country Director, and working closely with project teams and cross-cutting (UK) staff, the Senior Technical Specialist will have the following responsibilities:

**Technical Input**

- Provide technical / advisory input on species conservation across the FFI Vietnam Country Programme (all sites, all project areas), and in all cases further our efforts to conserve biodiversity (especially, but not limited to, threatened primates), including exploring conservation priorities, project design, development opportunities, implementation and ongoing monitoring
- Lead the technical delivery of biodiversity surveys and monitoring, social science surveys, Population Viability Assessments, Conservation Action Plans, species-based and-or ecological research, conservation technology approaches (including Artificial Intelligence, passive acoustic monitoring, Unoccupied Aerial Vehicles and camera-trapping), landscape connectivity assessments, remote-sensing analyses, and other relevant conservation science research
- Lead on the management, analysis and storage of 'big data' (camera trap imagery/videos, acoustic data, drone data, remote-sensing imagery), including the sharing of data with collaborators and partners (as necessary)
- Supervise PhD students (as required) on behalf of FFI
- Act as primary focal point in Vietnam for: UK-based cross-cutting teams (including Analytics, Conservation Tech, ME&L, Science & Design and Wildlife Trade), research and academic partners (including universities, research institutes, and national and international students/interns), and capacity-building and training partners
- Support project staff to understand and apply problem solving logic, ecological and conservation biology principles and scientific rigour, to their daily work tasks and outputs
- Be an expert member of working groups (both internal and external), representing the interests of FFI in Vietnam and furthering the conservation of our focal species
- Take overall responsibility for the production of technical reports and scientific publications (including those done by consultants for FFI) on FFI's work, ensuring scientific rigour and quality, and training and mentoring staff (where possible) to be lead author
- Lead on the procurement of major items of field equipment (e.g. camera traps and similar) by researching options, obtaining competitive quotes and arranging for shipment
- Support protected area law enforcement actions, including technical input to the design and implementation of community-based patrols, SMART software and data collection, and



Conservation Criminology approaches (e.g. Situational Crime Prevention)

- Provide conservation-orientated technical input to the design and implementation of community-based initiatives
- Input to the design of community development / livelihood activities and community education / outreach plans and communication materials (e.g. review of content/fact checking)
- Provide oversight in the field for survey and monitoring work, community patrolling and research projects (as necessary)

### **Programme Development & Reporting**

- Input to project concepts and funding proposals, in line with approved strategic plans and FFI's project cycle
- Help project teams to develop and nurture relationships with prospective and existing counterparts, other NGOs, funders and donors, and hosting donor visits as required
- Lead on or support the development of high-quality donor reports

### **Operational Support**

- Line manage nominated staff through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Attend staff / technical meetings on a regular basis to advise the Country Director / Country Programme Manager on challenges, solutions and opportunities relating to project design and implementation
- Support project team members to meet project aims, objectives and timelines, and help ensure that projects are implemented in line with work plans and within budget
- Support the delivery of robust ME&L systems across FFI's portfolio of projects in Vietnam, including providing guidance on appropriate and feasible indicators, producing data summaries and conducting analyses
- Build capacity and mentor staff in the FFI Vietnam Country Programme, by identifying gaps in knowledge, skills or experience, providing training options and materials, supporting the delivery of training, and hosting reading/seminar groups

### **Partnership Development**

- Proactively identify, and where asked, help to develop and nurture relationships and partnerships with third parties, including local government agencies, local communities and community-based organisations, partner NGOs etc.

### **Programme Representation**

- Where asked, represent FFI at key fora, including conferences, consultations, negotiations, meetings, workshops, briefings and in working groups, improving the visibility of FFI's work in Vietnam and elsewhere

### **Communications**

- Bring to the attention of the Country Director any news-worthy items arising within the country programme
- Lead on and support the production of high-quality public reports and journal articles on FFI's work in Vietnam
- Provide editorial review and input to the creation of awareness / PR materials and communication outputs (website text, blogs, social media posts, etc.) to the communication staff (UK and VN)

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent conservation skills with proven experience in design, development, implementation and evaluation conservation outcomes</li> <li>• Excellent technical conservation skills related to protected area management, including capacity building, patrolling/patrol planning and ranger-based law enforcement</li> <li>• Excellent conservation skills related to biodiversity survey/research design</li> <li>• Strong verbal communication and people (soft) skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</li> <li>• Strong written communication skills, including report and proposal writing</li> <li>• Strong capacity building skills, including the development of training assessments, courses, materials and evaluations</li> <li>• Fluency in English (spoken and written)</li> <li>• Strong prioritisation and time management skills, with ability to work to multiple deadlines</li> <li>• Strong Microsoft Office skills, including Outlook and Excel</li> <li>• Sufficient GIS skills</li> <li>• Strategic planning skills</li> </ul>	<ul style="list-style-type: none"> <li>• Biodiversity research and monitoring skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A relevant degree e.g. biology, biogeography, forestry, conservation science</li> <li>• Substantial knowledge of protected areas, including management (effectiveness) and protection (enforcement), both ranger and community based</li> <li>• Specific knowledge and experience in biodiversity survey/research and monitoring design</li> <li>• Professional experience in wildlife conservation in a similar national or international organisation</li> <li>• Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities</li> <li>• Experience supporting or managing teams to deliver complex projects</li> <li>• Experience in capacity building</li> <li>• Understanding of operational risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced degree or equivalent qualification in biodiversity conservation or related science/social science</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI’s strategy and approach</li> <li>• Commitment to FFI’s values and these behavioural qualities</li> <li>• Commitment to organisational and legal compliance</li> <li>• Commitment to responsible management of donor funds</li> <li>• Output-driven</li> <li>• Rigorous and diligent approach to work</li> <li>• Ability to work under pressure</li> <li>• Ability to lead the programme independently in a remote setting with logistical constraints</li> <li>• Ability to represent FFI in politically sensitive or unsettled contexts</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Ability to work within a multi-cultural environment</li> <li>• Flexible and respectful of colleagues in approach to work</li> </ul>	
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## How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Ms. Le Hong Viet at [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘**Senior Technical Specialist, FFI Vietnam Programme**’.

The closing date for applications is **26<sup>th</sup> February 2023**. Interviews will be held during the week commencing the following weeks.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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

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 Le Hong Viet, Admin Officer, FFI, on Tel: +84 (0) 243 7194183 or Email: [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

FFI values diversity and is committed to equality of opportunity