



Project Technical Coordinator, 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 16th 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 conservation of marine biodiversity.

FFI is implementing a project in Quang Binh (Phong Nha – Ke Bang National Park, Dong Chau Khe Nuoc Trong Nature Reserve and its buffer zone communities). This is part of the USAID-funded Biodiversity Conservation (BC); a 5 year-programme starting from July 2020 to June 2025 in collaboration with WWF. The programme aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Quang Binh, Quang Nam, Thua Thien Hue, Quang Tri, Ha Tinh, Ninh Binh and Lam Dong). The programme targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam's threatened and endemic species.

The project lead in Vietnam is WWF-Vietnam. FFI has a sub-contract from WWF-US to work alongside WWF-Vietnam, but under their management framework. FFI will take the lead and/or

provide oversight (as per the contract) on all the project's Strategic Approach (SA) in Quang Binh Province, which are (1) Sustainable Livelihoods; (2) Strengthening management of national parks and protected areas; (3) Increase functionality of law enforcement systems for forest and wildlife crimes; and (4) Reduce local demand on wildlife products. FFI leads on SA2, SA3 and SA4, and provide guidance and coordination on SA1.

The Opportunity

Working in close collaboration with the Provincial Project Management Unit (PPMU), the SA2 Protected Areas lead, FFI project team in Quang Binh, FFI Vietnam Programme senior management and technical staff, local partners and other stakeholders in the province, you will coordinate, provide technical input, and implement activities under SA2 (above) for the USAID-BC project in Quang Binh.

The successful applicant will be appointed on the following terms and conditions:

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: One year contract with possible extension

Probation Period: Two months

Salary Range: Gross US\$900 – US\$1100 per month dependant on skills and experience

Location: Dong Hoi City, Quang Binh Province with frequent travel to Phong Nha – Ke Bang National Park and Dong Chau Khe Nuoc Trong Nature Reserve

Benefits: 25 working days annual leave entitlement
Medical and social insurance
Public holidays following Vietnam Labor Code

Hours of Work: 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

Job Title: Project Technical Coordinator - Protected Area

Reporting to: Project Manager

Line Manager of: N/A

Key Internal Relationships: Project Manager
Project Technical Coordinators
Vietnam Finance Manager and Finance Team
Technical and Communications staff

Working with: Project teams; cross-cutting teams; routinely liaise with local government agencies, local communities, Community Patrol Teams, Community Conservation Groups, and partner NGOs, representing the values and interests of FFI at all times.

Purpose

The purpose of this Technical Coordinator position is to coordinate, provide technical support, and implement project activities described under SA2 of the USAID-BC project in Quang Binh. The purpose, in cooperation with staff assigned to other SAs, FFI technical staff and government staff, is to improved Protected Area (PA) management and PA effectiveness in Quang Binh.

Main duties

Under the supervision of the Project Manager, working in close collaboration and coordination with the project partners, liaising closely with other Project Technical Coordinators (Project's Thematic Leads), and where appropriate the Country Director and Programme Manager, the Project Technical Coordinator will coordinate and implement activities under SA2 of project in Quang Binh, with the following duties:

Technical Input

- Coordinate, provide technical inputs and implement activities under SA2, including developing detailed implementation plans and budget;
- Provide technical inputs and assist in planning and implementation of protected area management plan/sustainable forest management plan;
- Lead on the implementation of METT, and support the use of COPS (along with the SA3 lead – Law Enforcement);
- Assist in the development of management capacity building framework and roadmap based on the needs and results of assessment;
- Provide capacity building trainings for PA management staff in core operational requirements;
- Assist in the development of collaborative management model (as appropriate) for the PA(s) to enhance community participation in management;
- Work close with Project Technical Coordinator-Law Enforcement (SA3) institutionalize improved patrolling and adaptive management, and/via applying SMART for data collection patrols;
- Facilitate PA management board meetings to institutionalise adaptive management/ planning based on SMART data and reports;
- Assist in the process of systematizing and standardizing biodiversity and forest monitoring, including trainings for partners on biodiversity monitoring and biodiversity surveys;
- Work close with FFI SMART Expert and Project Technical Coordinator – Law Enforcement (SA3) to ensure SMART is applied in forest patrol and that adaptive management of the PA(s) is based on SMART reports;
- Prepare activity reports for activities which are under the direct implementation mechanism;
- Provide inputs from the field for writing of lessons learned, success stories and other promotional materials for submission to USAID;
- Manage and facilitate the work of consultants hired to implement activities in Quang Binh;
- Collect and update monthly data to the M&E system;
- Carry out other tasks assigned by the Line Manager.

Operational Management

- Act as the focal point for FFI for all aspects of SA2, under the BC project in Quang Binh, and the liaison between the project team and the local partners on protected areas;
- Lead and be responsible for all technical (activity) reporting requirements under SA2, working closely with the Project Manager;
- Coordinate and collaborate with provincial partners for effective and efficient implementation of activities;
- Carry out other tasks assigned by the Line Manager;
- Ensure compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI – Vietnam Country Programme procedures, and ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.

Financial Management

- With the support of the Project Finance and Admin Officer in Quang Binh, ensure that:
 - Accurate expenditures and follow financial regulations of FFI and donor;
 - Compliance with FFI internal financial policies and procedures;
 - Compliance with contracts and grant agreements
- Manage budget for activity, ensuring that spending is cost-effective, compliant with institutional and donor requirements and compliant with Vietnam laws. Spending must align with stated project objectives and facilitate effective conservation actions, in line with the deliverables enshrined in the (all) project documents (donor grant agreements or contracts);

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including local government agencies, local communities and community-based organisations, partner NGOs etc;
- Ensure meaningful consultation with appropriate stakeholders in the development and implementation of work at the aforementioned sites;

Programme Representation

- Where requested by the Project Manager, represent project at various national and international fora to showcase the project's work, network and develop opportunities;
- Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings.

Communications

- Bring to the attention of the Project Manager /Country Programme Manager any news worthy events, outcomes or stories arising within the scope of work;
- Provide regular information/updates and materials to support the creation of communication outputs (website, blogs, social media, etc.) to the Country Programme Manager/Country Director and communication staff (VN and/or UK).

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Good presentation, communication & interpersonal skills;• Strong ability to work in complex teams and under matrix management structures;	

	<ul style="list-style-type: none"> • Influencing & Networking skills; • Report writing skills; • M&E skills; • Fluency in written and spoken English; • Demonstrating FFI behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly; • To adhere to FFI values, which are: <ul style="list-style-type: none"> ○ We act with integrity ○ We are collaborative ○ We are committed ○ We are supportive & respectful ○ We get things done 	
Knowledge and experience	<ul style="list-style-type: none"> • University undergraduate degree in forestry, natural resource management, environmental science or conservation, or in a relevant field; • Working experience in the field of biodiversity conservation and particularly experience of working on PA management/strengthening; • Knowledge of community-based forest monitoring approaches and/or sustainable forest management, or equivalent; • Knowledge of PA competencies and international standards / best practice approaches to promote effective governance and management of special use forests; • Understanding of socio-economic, conservation and development issues in Vietnam in general and specific experience working conservation sector in Quang Binh; • Knowledge of special use forest system in Vietnam; • Knowledge of the policy/institutional context related to special use forest management; • Experience of working in multi-cultural environment, with ethnic minority communities (in Vietnam) and with international organizations; • Experience of building capacity on special use forest management and accountability; • Working experience with USAID-funded and/or FFI or WWF projects is an asset, but not a requirement. 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualifications
Behavioural qualities	<ul style="list-style-type: none"> • Commitment to FFI's strategy and approach • Commitment to FFI's values and these behavioural qualities • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Output-driven • Rigorous and diligent approach to work • Ability to work under pressure • Ability to lead the programme independently in a remote setting with logistical constraints 	

	<ul style="list-style-type: none"> • Team player, demonstrating ability to seek out and harness the views and contributions of others • Ability to build positive personal and organisational relationships • Ability to work within a multi-cultural environment • Flexible and respectful of colleagues in approach to work 	
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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

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 '**Project Technical Coordinator – Protected Area**'.

The closing date for applications is **19th February 2023**. Interviews will be held during the week commencing 20th February 2023.

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: +0243 719 4183 or Email: viet.hong.le@fauna-flora.org

FFI values diversity and is committed to equality of opportunity