



CCT Coordination Assistant, 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 we have recently launched a new marine programme.

The Opportunity

FFI is seeking a Biodiversity Assistant to assist field work of biodiversity conservation technical team which focuses on biodiversity survey/research, baseline surveys, biological monitoring, capacity building for Community Conservation Teams and Gibbon Monitoring Teams, and when required support awareness raising activities on biodiversity conservation.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract:	One year, fixed-term contract, with potential of extension
Probation Period:	Two months
Salary Range:	Gross US\$400 – US\$450 per month dependant on skills and experience
Location:	Hanoi based, with regular travel to project sites
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:	Biodiversity Assistant
Reporting to:	Biodiversity Team Leader
Line Manager of:	n/a
Key Internal Relationships:	FFI Vietnam Country Programme Manager Project Managers Finance Manager Technical Advisors SMART/CCT Coordinator Project Coordinators Community Conservation Teams (CCT) Gibbon Monitoring Team (GMT)
Working with:	The Biodiversity Assistant will routinely liaise with Team Leader - Biodiversity, Technical Advisor - Biodiversity, and other staff from the FFI Vietnam Programme, representing the values and interests of FFI at all times.

Purpose:

The purpose of the Biodiversity Assistant position is to assist and conduct, to the highest possible standards, conservation projects' field work which focuses on biodiversity survey/research, baseline surveys, biological monitoring, capacity building for CCTs and GMTs, and when required support awareness raising activities on biodiversity conservation.

The role:

The Biodiversity Assistant will be an early-career conservationist with ability in assisting and implementing conservation projects' activities. S/He will be responsible for assisting and implementing project activities which concern the direct protection and/or study of wildlife, and

primates in particular. It is anticipated that the Biodiversity Assistant will base in Hanoi with regular travel to project sites (minimum 60%).

Specific Duties:

Under the supervision of the Team Leader - Biodiversity, and where appropriate the Technical Advisor – Biodiversity, the Biodiversity Assistant will be responsible to assist and implement field activities including the following:

- Work close with and under guidance and supervision of the Team Leader - Biodiversity to prepare monthly work-plan and report;
- Assist Team Leader - Biodiversity prepare for field trips, including contacting local partners, drafting letters, preparing advance request, Mission Terms of Reference (MToR), and Back to the Office Report (BTOR);
- Assist Team Leader - Biodiversity conduct field research/surveys, including:
 - Participate in camera trapping, which includes setting camera traps, collecting, analysing data and reporting results;
 - Participate in wildlife surveys;
 - Support input and manage biodiversity databases for project sites;
 - Support implementation of biodiversity/species monitoring activity for project sites;
 - Support building capacity for CCT members and GMT members.
- Support field visits undertaken by visitors, project staff, consultants and project partners;

Other duties:

- Ensure project’s equipment and properties such as computer, motorbike, GPS, SMART phones, camera, binocular (field equipment) in good working condition and proper operation before conducting field surveys;
- Conduct administrative and financial duties related to field activities to make sure that all procedures are followed by FFI’s regulations;
- Ensure that field operations are conducted to a high level of health, safety, integrity, environmental good practice and cultural sensitivity. This includes ensuring that field medical kits are in good order and taken out on every field trip;
- Ensure that FFI policies and guidelines are followed within the implementation of the FFI Vietnam Primate Programme.
- Undertake tasks in support of the FFI Vietnam Programme that may reasonably be requested by Senior Management Staff and with approval of the Biodiversity Team Manager;
- Participate in capacity building activities/programme within and outside the organization if assigned;

Required outputs:

- Monthly reports and work plans;
- Mission terms of reference and back to office reports for field visits;
- Delivery of activities in accordance with agreed project work plans;
- Technical project activity reports to line manager in accordance with reporting cycle.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to work independently, setting targets and managing time; 	<ul style="list-style-type: none"> • Good knowledge of zoology, primates and experience of primate behavioural and ecological studies; • Experience of remote sensing is an advantage; • Communication and presentation skills;

		<ul style="list-style-type: none"> • Reporting skills; • Working in the forest skills; • Good spoken and written in English is an advantage.
Knowledge and experience	<ul style="list-style-type: none"> • University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields. 	<ul style="list-style-type: none"> • Basic understanding of primate conservation is an advantage. • Basic experience in wildlife survey is an advantage; • Knowledge of community-based conservation and forest management skills is an advantage.
Behavioural qualities and traits	<ul style="list-style-type: none"> • Passionate about biodiversity conservation and forest protection; • Interested in wildlife, ecology and animal behaviours; wildlife monitoring and management/conservation; • Love to work in team, with the ability to build positive personal and organisational relationships; • Self-motivated, with ability to demonstrate initiative. 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission; • Commitment to protect wildlife and natural environment; • Commitment to work in remoted and mountainous areas, with ability to work with ethnic minority and local communities. 	

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 '**Biodiversity Assistant**'.

The closing date for applications is **31st March 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