



USAID-BC Project Officers, 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.

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-program 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, TT 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, and 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

FFI is seeking two Project Officers to support implementation and monitoring of field activities under USAID-BC project in Quang Binh.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two years, fixed-term contract, with potential of extension
Probation Period:	Two months
Salary Range:	Gross US\$600 – US\$700 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:	USAID-BC Project Officer
Reporting to:	USAID-BC Project Manager
Line Manager of:	n/a
Key Internal Relationships:	Project Manager Project Technical Coordinators Vietnam Finance Manager and Finance Team

Technical and Communication 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 the Project Officer position is to support implementation and monitoring of field activities under USAID-BC project in Quang Binh.

Specific Duties: Under the supervision of the USAID-BC Project Manager, the Project Officer will be responsible to assist and implement field activities including the following:

- Develop detailed work plans, including Mission Terms of Reference and budget advance request for conducting field activities i.e. surveys and trainings.
- Organize/implement/support project activities including but not limited to training of government staff, technical workshops, community meetings, technical meetings with government counterparts and communication events.
- Lead and/or participate in community and technical meetings as required and commensurate with knowledge and skills of the Project Officer.
- Support SA Technical Coordinators in developing Scope of Work (SOW) for consultants.
- Support the implementation of consultant's missions and participate in these as required.
- Support missions of implementation partners, notably but not limited to IUCN, IZW, Re:wild, and ENV, and project donor (USAID).
- Support conducting biodiversity surveys and biodiversity monitoring, including camera trapping and forest patrolling.
- Monitor and support operation of Community Conservation Groups, Community Patrol Teams, improved SMART patrolling, including technical trainings, SMART data and reporting.
- Collect monthly data to the M&E system;
- Carry out other tasks assigned by the Line Manager.

Other duties:

- Be responsible for the administration and proper collection of required monitoring data of workshops and project activities.
- Provide input to monthly, quarterly and yearly activity targets.
- Contribute to technical reports at the request of Project Manager.
- Contribute to quarterly and annual work plans on the request of Project Manager.
- Perform other duties as required by the Project Manager or his/her designate.
- Participate in capacity building activities/programme within and outside the organization if assigned;

Required outputs:

- Monthly workplans and reports;
- Mission term of references and back to office reports for field visits;
- Delivery of activities in accordance with agreed project work plans;

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"> • Experience with capacity building and natural resources governance. • Experience working with ethnic minority communities, management boards of Special Use Forest and Protection Forest, and district and provincial authorities. • Experience with biodiversity monitoring. • Experience with organizing and/or establishing community-based institutions. • Report writing skills; • M&E skills; • Working proficiency in written and spoken English
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"> • Proficiency in one or more ethnic minority languages applicable in the Central Annamites. • Working experience with USAID-funded and/or FFI or WWF projects is an asset. • Working experience in a multi-cultural environment and with international organizations.
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 '**USAID-BC Project Officer**'.

The closing date for applications is **31th 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