



## Project Manager – Kim Bang, 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 conservation of marine biodiversity.

## The Opportunity

FFI is seeking a Project Manager to manage conservation project in Kim Bang district of Ha Nam province. As a Project Manager, you will be a highly experienced project management professional, and able to take responsibility to provide technical inputs and implementation of biodiversity conservation activities.

## Terms and Conditions

**Start Date:** As soon as possible

<b>Duration of Contract:</b>	One year, fixed-term contract with potential of extension
<b>Probation Period:</b>	Two months
<b>Salary Range:</b>	Gross USD900 – USD1,100 per month
<b>Location:</b>	FFI Vietnam Programme Office, Hanoi, with regular travel to project site
<b>Benefits:</b>	25 working days annual leave entitlement Medical and social insurance Public holidays following Vietnam Labor Code
<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>	Project Manager – Kim Bang, FFI Vietnam Country Programme
<b>Reporting to:</b>	Country Director, FFI Vietnam Country Programme
<b>Line Manager of:</b>	n/a
<b>Key Internal Relationships:</b>	Country Programme Manager, FFI Vietnam Programme Projects Managers Vietnam Finance Manager and Finance Team Technical and Communications staff
<b>Working with:</b>	Project teams; 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 purpose of this Project Manager position is to coordinate and conduct, to the highest possible standards, project's activities in Ha Nam province, which focus on crime prevention (protection), research, baseline surveys, biological monitoring, awareness raising, protected area development, capacity building for project's partners, and threatened trees conservation. In addition, this position is required to provide technical advice to tree conservation project of the Fauna & Flora in Ha Giang province.

**Specific Duties:** Under the supervision of the Country Director, working in close collaboration and coordination with the Country Programme Manager, liaising closely with the Senior Technical Specialist, the Project Manager leads on project management in Kim Bang with the following duties:

### **Technical Input**

- Work with project partners and consultants to complete the gazettment of a new protected area in Kim Bang (Ha Nam Province);
- Work with project partners to organise local consultation meetings and multi-stakeholder workshops on the development of the new protected area;
- With support of Communication and Outreach Officer, design outreach materials and conduct awareness raising at schools and villages around the new protected area;
- Attend monthly meeting with Community Conservation Team (CCT) and project partners, with support from the FFI CCT/SMART Manager, to plan monthly patrols;
- Conduct the capacity assessment and support build capacity for project's partners and CCT members;
- Facilitate the process of developing a co-management programme for the new protected area, considering the model of Management Advisory Committee (MAC) at other project sites;
- Work with project partners to develop the management and financial plan for the new protected area, including capacity building for rangers and staff of protected area;
- With support of FFI Technical Advisors, facilitate meetings and consultation workshops to implement interventions identified under the Species Conservation Action Plan for Delacour's langurs and their habitat;
- Participate in feasibility studies of habitat corridors to connect or expand the protected areas, as appropriate;
- Work with project partners to plan and conduct activities to conserve threatened trees to meet project's goal in Ha Nam;
- Provide technical support to partners on nursery maintenance, development and threatened trees conservation projects in Ha Giang province;
- Draft project six-month, annual, and technical completion reports to donors;
- Draft project six-month reports to government partners as requested by provincial governments.

### **Programme Development & Reporting**

- Drawing from field experience and data (which the Project Manager will manage), support the development of new concepts and funding proposals, to fund programme activities;
- Input to support the development of high-quality donor reports.

### **Operational**

Under the supervision of the Country Director, support and implement project field activities including the following tasks:

- Maintain good working relations with provincial, district, commune and community partners to ensure effective implementation of the project;
- Develop monthly work-plan, quarterly work-plan and annual work-plan for project following FFI template with support of Country Programme Manager;
- Work closely with other FFI project staff and local partners to implement project activities;
- Provide Mission Term of References (MTOR) before and Back to the Office Reports (BTOR) after every field trip;
- Review MTOR(s) and BTOR(s) of assigned FFI staff to this project for specific activities prior and after conducting activities;
- Use monthly reports on law enforcement and biodiversity monitoring (SMART reports) to help partners prioritise crime prevention actions;
- Provide logistical, technical and capacity building support to project partners, as appropriate;

- Work with partners, through coordination of consultants, to ensure activities are well implemented and in accordance with high environmental and conservation standards;
- Lead on field visits and field work by visitors (e.g. FFI UK staff or donors), advisors and consultants;
- Translate documents between English and Vietnamese;
- Support translation for foreign visitors visiting project site and at meeting with local partners;
- When required by Country Director/Programme Manager, provide technical support to projects at other sites and provide logical support for specific activities in Hanoi office;
- Provide monthly updates on project progress to Country Programme Manager;
- Lead on project reporting to donors, including bi-annual report, annual report, and completion report;
- Draft FFI annual report for the site being in charge of management.

### 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;
- Provide support to 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

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate technical information effectively to project counterparts;</li> <li>• Ability to work independently, setting targets and managing time;</li> <li>• Excellent project management / coordinator skills;</li> <li>• Excellent team-working and collaborative skills;</li> <li>• Experience of designing and supporting protected area (forest) patrols and monitoring;</li> <li>• Good verbal communication skills;</li> <li>• Good report writing skills;</li> <li>• Good presentation skills;</li> <li>• Good administration skills;</li> <li>• Very good spoken and written English skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding community-based conservation is an advantage</li> </ul>

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields;</li> <li>• Experience in managing or coordinating conservation (or similar) projects, including financial management;</li> <li>• Basic knowledge on illegal wildlife trade issues,</li> <li>• Basic knowledge on wildlife, ecological or similar monitoring / M&amp;E;</li> <li>• Knowledge of forest protection and law enforcement or similar forms of compliance;</li> <li>• Experience of facilitating and/or delivering training and capacity building;</li> <li>• Experience of working with Vietnam’s protected areas;</li> <li>• Experience of supporting FPD rangers, including forest protection activities;</li> <li>• Basic knowledge of databases / data management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of development and/or implementation of crime prevention approaches is an advantage;</li> <li>• Experience of primate conservation is an advantage;</li> <li>• Knowledge and experience of community-based conservation and livelihood support interventions is an advantage;</li> <li>• Experience working with INGOs is an advantage;</li> <li>• Some experience with using GIS is an advantage.</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Passionate about biodiversity conservation and forest protection;</li> <li>• Ability to work well in a team, with the ability to build positive personal and organisational relationships;</li> <li>• Strong convening and facilitation skills;</li> <li>• Self-motivated, with ability to demonstrate initiative;</li> <li>• Able to work alone and still manage priorities and time well;</li> </ul> <p>Willingness and ability to learn about innovative conservation interventions.</p>	

## 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 ‘**Project Manager – Kim Bang**’.

The closing date for applications is **5<sup>th</sup> April, 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: +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