



Project Assistant – Tree Conservation 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 Project Assistant to assist field work of tree conservation project which focuses on threatened trees conservation, corridor creation, habitat restoration, and tree planting.

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\$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:	Project Assistant – Tree conservation
Reporting to:	Project Manager – Tonkin snub-nosed monkey
Line Manager of:	n/a
Key Internal Relationships:	FFI Vietnam Country Programme Manager Project Managers Finance Manager Technical Advisors SMART/CCT Coordinator Project Coordinators
Working with:	The Project Assistant will routinely liaise with Project Manager and other staff from the FFI Vietnam Programme, representing the values and interests of FFI at all times.

Purpose:

The purpose of the Project Assistant position is to assist and conduct, to the highest possible standards, tree conservation projects' field work which focuses on threatened trees monitoring, nursery, baseline surveys, biological monitoring of planted trees and Assisted Natural Regeneration (ANR), capacity building for nursery owners and tree monitoring teams, 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 threatened trees and related biodiversity values. It is anticipated that the Project Assistant will base in Hanoi with regular travel to project sites in Ha Giang and Ha Nam.

Specific Duties:

Under the supervision of the Project Manager - TSNM, the Project Assistant will be responsible to assist and implement field activities including the following:

- Work close with and under guidance and supervision of the Project Manager - TSNM to prepare monthly work-plan and report;
- Assist Project Manager - TSNM 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 project partners to plan and conduct activities to conserve threatened trees to meet project's goal;
- Support partners on nursery maintenance and development in Ha Giang and Ha Nam provinces;
- Support on threatened tree planting and maintenance in Ha Giang province;
- Support partners and local staff on threatened tree monitoring (wild populations) in Tung Vai, Bat Dai Son and Kim Bang;
- Assist to conduct assessment of threatened trees to prioritise conservation initiatives in FFI's prioritised tree conservation sites;
- Support partners to develop the management plan for threatened trees, including capacity building for rangers and staff of protected area;
- Assist to conduct the capacity assessment and support build capacity for project's partners on plant conservation;
- Draft project six-month, annual, and technical completion reports to donors;
- Draft project six-month reports to government partners as requested by provincial governments;
- Use monthly reports of threatened tree monitoring to help partners prioritise crime prevention actions;
- Participate in the development of plant conservation projects in other prioritised sites;
- With support of the Communication and Outreach Officer, design outreach materials and conduct awareness raising on threatened trees conservation;
- Support field visits undertaken by visitors, project staff, consultants and project partners.

Other duties:

- Other duties as reasonably required as a Project Assistant;
- Perform other duties as reasonably requested by Project Manager and in line with organisation's priorities to support FFI Vietnam Programme;
- 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 ecology, plant conservation;• Communication and presentation skills;• Reporting skills;• Working in the forest skills;

		<ul style="list-style-type: none"> • 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 biodiversity conservation is an advantage. • Knowledge of community-based conservation is an advantage.
Behavioural qualities and traits	<ul style="list-style-type: none"> • Passionate about biodiversity conservation and forest protection; • Interested in biodiversity 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 '**Project Assistant – Tree conservation**'.

The closing date for applications is **7th 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: +0243 719 4183 or Email: viet.hong.le@fauna-flora.org

FFI values diversity and is committed to equality of opportunity