



Project Field 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 Project Field Assistant to assist the fieldwork of the Cao vit gibbon conservation project in Trung Khanh district of Cao Bang province 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 the potential of extension
Probation Period:	Two months
Salary Range:	Gross US\$400 – US\$500 per month depending on skills and experience
Location:	Trung Khanh or Hanoi based with regular travel to project sites or Trung Khanh
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 8.30 am to 5.30 pm, with a one-hour lunch break.

Job Description

Job Title:	Project Field Assistant
Reporting to:	Cao Vit Gibbon Project Manager
Line Manager of:	n/a
Key Internal Relationships:	FFI Vietnam Country Programme Manager Cao Vit Gibbon Project Manager FFI Vietnam Finance and Admin Team Programme Officers and Support Staff Cao Vit Gibbon Research Assistant Cao Vit Gibbon Conservation Team Technical Advisor - Livelihoods
Working with:	The Project Field Assistant will routinely liaise with local government agencies, local communities and community-based organizations, and staff from the FFI Vietnam Programme, representing the values and interests of FFI at all times.

PURPOSE

The purpose of the Project Field Assistant position is to assist and conduct, to the highest possible standards, conservation projects' field work in Cao Bang province which focuses on community outreach and livelihood development support.

THE ROLE

The Project Field Assistant will be an early-career. S/He will be responsible for assisting and implementing project activities in Cao Bang province, which concern the indirect and the direct protection and/or study of wildlife, Cao Vit Gibbon in particular, awareness raising, KAB survey, socio-economic survey, support for social enterprise, livelihood development support, and habitat restoration.

MAIN DUTIES

Under the supervision of the Cao Vit Gibbon Project Manager, and where appropriate the Country Programme Manager, the Project Field Assistant will be responsible to assist and implement project field activities including the following:

- Be a focal point for FFI in Trung Khanh to maintain good working relations with district, commune and community partners to ensure effective implementation of the project;
- Work close with the Cao Vit Gibbon Project Manager to prepare project monthly work plans and reports;
- Coordinate, support and implementation of livelihood development activities;
- Support the implementation of transboundary conservation activities;
- Support the development of social enterprise and cooperative;
- Coordinate, support and implement awareness raising activities for the local community and students;
- Organise and facilitate village meetings for awareness-raising and livelihood development purposes;
- Support field visits of visitors, consultants and project partners;
- Organise and facilitate regular quarterly Management Advisory Committee (MAC) meetings and take minutes of meetings;
- Manage, monitor and provide technical support for community common interested groups;
- Support Trung Khanh district Forest Protection Station and Ranger Station of Cao Vit Gibbon Species & Habitat Conservation Area (SHCA) maintain transboundary cooperation between Bang Liang National Nature Reserve in China and Cao Vit Gibbon SHCA in Vietnam, including organise regular quarterly and bi-annual transboundary meetings and support high level annual meetings;
- Work with Cao Vit Gibbon Research Assistant to Support Trung Khanh FPD and Ranger Station of Cao Vit Gibbon SHCA to manage the Cao Vit Gibbon Conservation Team (GCT) and ensure that they fulfil their duties and tasks, including spending approx. 5 days per month in the field working with the team;
- Work with Cao Vit Gibbon Research Assistant to provide on-the-job training and coaching for Gibbon Conservation Team members on the application of SMART Mobile and Mergin Maps (previously called 'Input') for field data collection;
- Work with Cao Vit Gibbon Research Assistant to provide training and mentorship for the Cao Vit Gibbon Research Assistant, especially on i) good work planning, ii) team management, iii) managing and reporting on data in Mergin Maps and Spatial Monitoring

and Reporting Tool (SMART;

- Work with Cao Vit Gibbon Research Assistant to maintain the smartphone devices used by the Gibbon Conservation Team and assist SMART Manager and Biodiversity Assistant to ensure all data are collected and uploaded to SMART Connect and Mergin Maps servers;
- Support Cao Vit Gibbon Research Assistant present a monthly SMART report at GCT monthly meetings and facilitate the development of GCT monthly patrol plans;
- Work with Cao Vit Gibbon Research Assistant and the Ranger Station to prepare plans for any necessary ad-hoc (intelligence-led) patrols;
- Work with project partners to identify the needs, objectives and measures of conservation.

Administration and Finance

- Keep and maintain project's equipment and properties such as computer, printer, fridge, working table and chair, field equipment, ... at the field office;
- Manage and regularly check the field ranger station and its accompanying assets, and GCT's equipment such as GPS, camera, binoculars, mobile phones, to ensure good working condition and proper operation;
- Conduct administrative and financial duties related to project implementation to make sure that all procedures follow FFI's regulations;
- Ensure that project office and 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.

Other duties:

- Participate in capacity-building activities/programmes within and outside the organization if assigned;
- Undertake tasks as reasonably requested by Senior Management Staff with the approval of the Projects Manager and in line with the organization's priorities to support FFI Vietnam Programme.

REQUIRED OUTPUTS

1. Monthly reports and work plans;
2. Mission terms of reference and back-to-office reports for field visits;
3. Delivery of activities in accordance with agreed work plans and activity reports/minutes;
4. Monthly Cao vit gibbon monitoring data from GCT;
5. Monthly SMART data collected and generated into draft report.

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 livelihood development in conservation; Experience in raising awareness is an advantage; Experience working with social enterprise is an advantage; Experience in community tourism; Experience working with local people skills; Communication and presentation skills; Reporting 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: Social Forestry, Agriculture, Rural and Agriculture Development, Natural Resources Management, Nature Conservation, Biology or related fields. 	<ul style="list-style-type: none"> Basic understanding of livelihood development; Basic understanding of community outreach; Basic experience in KAB/ Social economic survey is an advantage; Basic understanding of primate conservation 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 livelihood development; Interested in community tourism development; 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 '**Project Field Assistant**'.

The closing date for applications is **29 May 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