



Biodiversity Team Coordinator, Fauna & Flora, Vietnam Programme

“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

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

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 Fauna & Flora 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 focuses 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; and addressing illegal and unsustainable wildlife trade.

The Opportunity

Fauna & Flora, Vietnam Programme is seeking a Biodiversity Team Coordinator to provide technical support across the Vietnam Programme. As a Biodiversity Team Coordinator, you will be a highly experienced conservation professional, and able to take responsibility for the design and implementation of biodiversity surveys and monitoring, including analysis, data management and reporting.

You will have a strong proven track record in the delivery of technical reports and scientific publications, and provide technical input to programme development and proposal writing. You will be skilled in providing technical advice and input to the design, development, implementation and monitoring and evaluation of conservation outcomes.

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 USD18,640 per annum

Location: Fauna & Flora - Vietnam Programme Office, Hanoi, with regular travel across Vietnam

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 Team Coordinator, Fauna & Flora - Vietnam Country Programme

Reporting to: Senior Technical Specialist, Fauna & Flora - Vietnam Country Programme

Line Manager of: The incumbent will supervise Biodiversity Officer(s) and Assistant(s) of the Vietnam Programme, under the direction and supervision of the Senior Technical Specialist

Key Internal Relationships: Country Programme Manager, Vietnam Programme Projects Managers
Vietnam Finance Manager and Finance Team
Technical and Communications staff

Working with: 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 Fauna & Flora at all times.

Purpose:

The purpose of the Biodiversity Team Coordinator is a full-time position to work hand-in-hand with Senior Technical Specialist and Project Teams and associated partners at local, national and international levels. You will provide technical inputs to the highest possible standards into our primate conservation and protected area development areas of work, which focus on wildlife crime prevention (protection), species research, biodiversity baseline surveys and biological monitoring.

Specific Duties:

The role will be liaising closely with the Senior Technical Specialist and leads on biodiversity-related activities with the following duties:

Technical Input

- Work with Senior Technical Specialist and Project Teams to design methods/approach for any biodiversity surveys, census, research and monitoring;
- Work with Senior Technical Specialist and Project Teams to develop biodiversity monitoring routes, protocols, datasheets/table-based systems, and manage databases;
- Provide trainings in the various biodiversity/ species surveys, monitoring and assessment techniques to different Project Team members such as Community Conservation Team (CCT), Biodiversity Monitoring Team (BMT), Gibbon Monitoring Team (GMT) to improve data collection and analysis and management of data;
- Lead on field work of surveys, including primate surveys/censuses, biodiversity surveys, habitat assessments/research, species ecology research;
- Work with the Project Managers/Leads and / or technical staff of protected areas/national parks/Forest Protection Department (FPD) to provide reports on biodiversity/species monitoring, including recommendations to improve quality of monitoring and support law enforcement;
- Work with the Senior Technical Specialist in writing technical reports (based on the above), and scientific papers (where possible).

Programme Development & Reporting

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

Operational

- Maintain good working relations with Fauna & Flora's governmental partners at all levels including provincial, district, commune and community partners and other NGOs/INGOs working at project sites;
- Work with Fauna & Flora project staff and local partners to identify data / research and conservation needs, set priorities, and then plan and implement field activities;
- Support project managers to understand and meet targets, in terms of project research (data needs) and monitoring, and its use for supporting improved forest protection, biodiversity conservation and protected area/forest management;
- Provide Mission Term of References (MTOR) before and Back to the Office Reports (BTOR) after every field trip;
- Review and approve Mission Term of References (MTOR) before and Back to the Office Reports (BTOR) after every field trip of line managed staff;
- Provide regular reports on biodiversity monitoring activities;
- Provide logistical, technical and capacity building support to project partners, as appropriate;
- Work with partners and through coordination of consultants, ensure activities are well implemented and in accordance with high environmental and conservation standards;
- Support field visits and field work by visitors (e.g. Fauna & Flora UK staff or donors), advisors and consultants;
- Provide additional support to the project activities where required to ensure implementation continues to meet conservation goals at all project sites, in particular the following:
 - Help translate documents between English and Vietnamese when requested by line manager;
 - Provide logistical support for specific activities in Hanoi when requested by line manager;
- Representation of FFI in advocating biodiversity conservation policy forum.

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 Fauna & Flora 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 and Senior Technical Specialist any news-worthy items arising within the country programme
- Provide support to the production of high-quality public reports and journal articles on Fauna & Flora'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
Skills	<ul style="list-style-type: none"> • Excellent conservation skills with proven experience in design, development, implementation and evaluation conservation outcomes • Strong technical conservation skills related to protected area management, including capacity building, patrolling/patrol planning and ranger-based law enforcement • Strong conservation skills related to biodiversity survey/research design • Strong verbal communication and people (soft) skills, with ability to present, negotiate and persuade at all levels with confidence and credibility • Strong written communication skills, including report writing • Strong capacity building skills, including the development of training assessments, courses, materials and evaluations • Good in English (spoken and written) • Strong prioritisation and time management skills, with ability to work to multiple deadlines • Strong Microsoft Office skills, including Outlook and Excel • Sufficient GIS skills • Strategic planning skills 	<ul style="list-style-type: none"> • Biodiversity research and monitoring skills
Academic and practical knowledge and experience	<ul style="list-style-type: none"> • A relevant degree e.g. biology, biogeography, forestry, conservation science, wildlife sciences • Substantial knowledge of protected areas, including management (effectiveness) and 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualification in biodiversity

	<p>protection (enforcement), both ranger and community based</p> <ul style="list-style-type: none"> • Specific knowledge and experience in biodiversity survey/research and monitoring design • Experience in wildlife conservation in a similar national or international organisation • Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities • Experience in capacity building • Understanding of operational risk management 	<p>conservation or related science/social science (Preferably Masters in Life Sciences with at least five years of experience and/ or PhD in similar subjects)</p>
Behavioural qualities	<ul style="list-style-type: none"> • Commitment to Fauna & Flora's strategy and approach • Commitment to Fauna & Flora's values and these behavioural qualities • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Output-driven • Rigorous and diligent approach to work • Ability to work under pressure • Ability to lead the programme independently in a remote setting with logistical constraints • Ability to represent Fauna & Flora in politically sensitive or unsettled contexts • Team player, demonstrating ability to seek out and harness the views and contributions of others • Ability to build positive personal and organisational relationships • Ability to work within a multi-cultural environment • Flexible and respectful of colleagues in approach to work 	

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful

- We get things done

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 Team Coordinator**'.

The closing date for applications is **20th March 2024**. Interviews will be held during the following week.

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 7194117 or Email: viet.hong.le@fauna-flora.org

FFI values diversity and is committed to equality of opportunity