



## **Protected Areas Manager, 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 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 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 is seeking a Protected Areas Manager to promote, develop, oversee and provide day to day technical support to the Vietnam Programme and staff. You will be experienced conservation professional, able to coordinate and measurably improve Fauna & Flora's protected area, law enforcement and crime prevention interventions in Vietnam.

You will be experienced in leading protected area and/or conservation-linked crime prevention activities, and/or addressing wildlife trade. As such, the role requires a broad set of inter-linked skills with extensive experience in **at least one** of these thematic areas, but ideally more, with the ability to quickly learn about the remaining requirements of the role, as needed. You will have a substantial proven track record in the design, operation and monitoring of activities, as aforementioned, related to protected areas, and/or ideally wildlife crime responses or illegal wildlife trade, in a similar organisation or at a similar level. You will be skilled in providing technical advice and hands-on co-delivery, alongside national staff and counterparts, including Protected Area managers, rangers and community patrol teams.

You will have a substantial track record in capacity building and mentorship, as well as a commitment to Fauna & Flora's organisational and legal compliance, and be comfortable functioning within the regulatory frameworks within which Fauna & Flora operates in Vietnam.

# Terms and Conditions

<b>Start Date:</b>	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>	USD 18,640 per annum
<b>Location:</b>	Fauna & Flora Vietnam Programme Office, Hanoi, with regular travel to field sites across Vietnam
<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>	Protected Areas Manager
<b>Reporting to:</b>	Senior Technical Specialist, Fauna & Flora -Vietnam Programme
<b>Line Manager of:</b>	Community Conservation Teams/SMART Coordination Officer
<b>Key Internal Relationships:</b>	Country Director Country Programme Manager Projects Managers Vietnam Finance Manager and Finance Team Technical and Communications staff
<b>Working with:</b>	The Protected Areas Manager will routinely liaise with forest protection officials, Protected Area managers, rangers, community patrol teams, community-based organisations, partner NGOs and for-profit entities, academic institutions, representing the values and interests of Fauna & Flora at all times.
<b>Purpose:</b>	The Protected Areas Manager will develop, and ensure the effective design, coordination and operation of a growing portfolio of protected area and wildlife crime prevention projects and / or activities in Vietnam. The Protected Areas Manager will do so whilst ensuring alignment with

Fauna & Flora's strategy and approach, proactively developing and managing relationships with partners, donors and collaborators to support delivery of an effective protection programme.

The Protected Areas Manager will bring international best practices, tools and will ensure that the highest standards are used, in the delivery of SMART, METT4, Protected Areas Management Effectiveness (PAME) tools, Situational Crime Prevention (SCP), and other approaches related to effective and adaptive management of the protected areas (PAs) and curbing illegal wildlife trade. Demonstrably committed to Fauna & Flora's mission and vision and aligned with our values. The Protected Areas Manager will also collaborate with staff and teams in Vietnam, across Asia-Pacific and the UK, to ensure a cohesive 'One FFI' approach.

## **Main Duties**

### ***Technical Input***

- Lead on the provision of support to protected area management planning process
- Lead on interventions designed to strengthen PA management and governance, using proven models, tools and approaches, with knowledge of IUCN PAME tools
- Working with PA managers, help to develop adaptive management systems that make the PA(s) more effective and resilient, including linking PAME to SMART
- Lead on assessment of capacity gaps/needs for PA management boards and then develop a management capacity building framework and roadmap, based on the needs assessments
- Provide/facilitate direct capacity building trainings for PA managers in core operational requirements
- Lead on the development of co-management mechanisms (as appropriate) for the PA(s) to empower and enhance local community participation in PA / forest management
- Work alongside the biodiversity team (e.g. Senior Technical Specialist) to help with systematizing and standardizing biodiversity and forest monitoring
- Lead on building partnership(s) with relevant ex-situ wildlife centres and provide technical inputs related to PAs and/or species, to support development of rewilding strategies for targeted species
- Provide technical advice and input on protected area management, enforcement and crime prevention issues and priorities, project design, development, implementation and monitoring
- Lead on the provision of support to local counterparts for implementation of METT4 and COPs (Conservation Oriented Patrol standards)
- Work closely with Community Patrol/SMART Officer to institutionalise improved patrolling and adaptive management, and/ via applying SMART for data collection patrols
- Facilitate monthly or regular PA management board meetings to institutionalise adaptive management / planning based on SMART data and reports
- Work closely with relevant Fauna & Flora Vietnam staff to ensure that SMART is applied in forest patrol and that adaptive management of the PA(s) is based on SMART reports
- In collaboration with relevant Fauna & Flora Vietnam staff provide/facilitate training on SMART for rangers and apply Cybertracker on patrols to improve PA management
- Working with the SMART Officer develop joint ranger and community team patrol protocols and coordinate on-ground interventions i.e. joint patrols, data sharing and processing
- Working alongside the Senior Technical Specialist, Wildlife Trade, provide technical inputs to the development of interventions based on the 25 Situational Crime Prevention (SCP) techniques, including data collection for the development of crime scripts and place-based interventions (e.g. PIVOTS)

- Provide technical inputs to activity planning that meets the objective of enhancing law enforcement with emphasis on legal gaps of enforcing wildlife conservation
- Provide capacity building to relevant law enforcement agencies based on the results of needs assessment
- Help with or facilitate (as required) planning meetings for assigned law enforcement stakeholders/agencies to plan for activities and adjust law enforcement protocols
- Working with the Senior Technical Specialist, Wildlife Trade, support the assessment and addressing of landscape level wildlife trade dynamics, including illegal wildlife trade baseline assessment to identify trade routes, supply chain dynamics, major stakeholders and key areas for interventions
- Collect and update M&E data to the M&E system

### ***Programme / Operational Support***

- Support, or where required oversee, the implementation of project activities, across the Fauna & Flora Vietnam Programme, as related to wildlife law enforcement, IWT/counter wildlife trafficking (CWT), SCP, improved PAME, METT, SMART and related FPIC (community consultation and consent processes)
- Support project team members to ensure that aforementioned activities are implemented in line with national law, Fauna & Flora policy, grant agreement and within availability of resources
- Support project staff to ensure that effective monitoring and evaluation (M&E) of projects is in place, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt across the organisation
- Help to ensure effective coordination and integration of input from relevant cross-cutting and technical Fauna & Flora teams
- Ensure that activities under the scope of this role comply with institutional Health, Safety & Security and Safeguarding policies and procedures and required Risk Assessments to manage and minimise risk within the Fauna & Flora Vietnam Programme procedures
- Ensure the Country Programme Manager or Country Director, Vietnam Programme, remains up-to-date on the status of relevant operations in Vietnam, bringing risks and issues that may affect operations and delivery swiftly to their attention
- Working with PA managers and the SAGE team (e.g. Technical Specialist, Conservation, Livelihoods and Governance), remain informed of any security or safeguarding issues or risks, related to wildlife / PA enforcement, rangers, social safeguards, community rights and local wellbeing, within the Fauna & Flora Vietnam Programme, and communicate issues of concern swiftly to the Country Programme Manager or Country Director, and the International Health, Safety & Security Manager or Safeguarding contact as appropriate.

### ***Programme Representation***

- Represent Fauna & Flora at key fora, including consultations, negotiations, meetings, workshops and briefings as requested.

### ***Partnership Development***

- Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of Fauna & Flora's Vietnam Programme and Projects.

### **Communications**

- Bring to the attention of the Project Manager(s) / Country Programme Manager or Communication Officer any news worthy events, outcomes or stories arising within the scope of work
- Provide regular information/updates and visual materials to support the creation of communication outputs (website, blogs, social media, etc.) to the Country Programme Manager/Country Director and communication staff (VN and/or UK).

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Fluency in English (spoken and written)</li><li>• Excellent task or project management skills</li><li>• Strategic planning skills</li><li>• Technical conservation skills related to protected area and forest protection, including patrolling/patrol planning and ranger-based law enforcement</li><li>• Excellent verbal communication and people skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</li><li>• Excellent writing skills, including report, research papers and proposal writing</li><li>• Proven capacity building skills, including the development of training assessments, courses, materials and evaluations</li><li>• Effective facilitation and coordination skills</li><li>• Excellent prioritisation and time management skills, with ability to work to multiple deadlines</li><li>• Advanced Microsoft Office skills, including Outlook and Excel</li><li>• Advanced SMART skills, including creation and management of data models, configurable models, and SMART Mobile/Connect on mobile devices</li><li>• Minimum intermediate GIS skills (displaying, creating and editing spatial layers, e.g. patrol track data)</li></ul>	<ul style="list-style-type: none"><li>• Protected area development</li><li>• Crime scripting or crime analysis skills</li></ul>
<b>Academics, knowledge and experience</b>	<ul style="list-style-type: none"><li>• Advanced degree (Masters and/ or PhD) in relevant topic (such as Forestry, Conservation Biology, Ecology, Wildlife Sciences and similar ones) OR undergraduate degree with extensive professional experience relevant to this role</li><li>• Proven experience in project design, development, implementation and evaluation</li><li>• Substantial knowledge of protected areas, including management (effectiveness) and protection (enforcement), both ranger and community based</li></ul>	<ul style="list-style-type: none"><li>• Advanced degree or equivalent qualification in biodiversity conservation or related science/social science</li><li>• Substantial knowledge and experience in</li></ul>

	<ul style="list-style-type: none"> <li>• Specific knowledge and experience in the use of METT and SMART, and other PAME tools</li> <li>• Substantial professional experience in wildlife conservation in a similar national or international organisation</li> <li>• Working knowledge of IWT / CWT</li> <li>• Basic knowledge of crime prevention approaches (e.g. Situational Crime Prevention (SCP), Problem-Oriented Policing (POP), community-based) (including working outside or beyond the boundary of PAs if required)</li> <li>• Proven record of ownership of delivery at similar level</li> <li>• Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities</li> <li>• Experience supporting or managing teams to deliver complex projects</li> <li>• Experience in capacity building</li> <li>• Understanding of operational risk management</li> </ul>	<p>addressing IWT / CWT</p> <ul style="list-style-type: none"> <li>• Substantial knowledge and experience in designing interventions based on the 25 Situational Crime Prevention (SCP) techniques</li> </ul>
<p><b>Behavioural qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to FFI's strategy and approach</li> <li>• Commitment to FFI's values</li> <li>• Results-driven</li> <li>• Proactive</li> <li>• Rigorous and diligent approach to work</li> <li>• Ability to work under pressure</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Ability to work within a multi-cultural environment</li> <li>• Flexible and respectful of colleagues in approach to work</li> </ul>	

## 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 Thi Hong Viet via email: [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 '**Protected Areas Manager**'

The closing date for applications is **20<sup>th</sup> 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 Ms Le Hong Viet, Admin Officer, FFI on Tel: +84 24 37194117 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