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## **USAID-BC Project 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

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 implementing a project in Quang Binh province (Phong Nha – Ke Bang National Park, Dong Chau Khe Nuoc Trong Nature Reserve and its buffer zone communities). This is part of the USAID-funded Biodiversity Conservation (BC); a 5 year-program starting from July 2020 to June 2025 in collaboration with WWF. The programme aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation values.

Fauna & Flora is seeking a Project Assistant to support implementation and monitoring of field activities under USAID-BC project in Quang Binh. The role will work with Project Team in Quang Binh province and under supervision of Project Manager.

You will provide technical and administrative support for project delivery, including biodiversity surveys, information management, budget administration, engaging in village meetings and arranging workshops. The post will suit an individual with a passion for biodiversity conservation and grassroots action on sustainable livelihoods, wildlife crime prevention and law enforcement, and awareness raising on reducing local demand on wildlife products.

## 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 US\$7,650 per annum
<b>Location:</b>	Dong Hoi City, Quang Binh Province with frequent travel to Phong Nha Ke Bang National park and Dong Chau Khe Nuoc Trong Nature Reserve
<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>	USAID-BC Project Assistant
<b>Reporting to:</b>	USAID-BC Project Manager
<b>Line Manager of:</b>	n/a
<b>Key Internal Relationships:</b>	Project Manager Project Technical Coordinators Vietnam Finance Manager and Finance Team Technical and Communication staff
<b>Working with:</b>	Project teams; cross-cutting teams; routinely liaise with local government agencies, local communities, Community Patrol Teams, Community Conservation Groups, and partner NGOs, representing the values and interests of FFI at all times.

### Purpose:

The purpose of the Project Assistant position is to support implementation and monitoring of field activities under USAID-BC project in Quang Binh.

**Specific Duties:** Under the supervision of the USAID-BC Project Manager, the Project Assistant will be responsible to assist implementation of field activities including the following:

- Assist in preparing advance request, Mission Terms of Reference (MToR), and Back to the Office Report (BTOR);
- Assist in implementing project activities including but not limited to training of government staff, field surveys, technical workshops, community meetings, technical meetings with

- government counterparts and communication events;
- Support the implementation of biodiversity monitoring activity;
- Support field visits undertaken by visitors, project staff, consultants and project partners;
- Monitor and support operation of Community Conservation Groups, Community Patrol Teams, improved SMART patrolling, including technical trainings, SMART data management and reporting;
- Collect monthly data to the M&E system;
- Carry out other tasks assigned by the Line Manager.

**Other duties:**

- Be responsible for the administration and proper collection of required monitoring data of workshops and project activities;
- Provide input to monthly, quarterly and yearly activity reports;
- Contribute to technical reports at the request of Project Manager;
- Contribute to quarterly and annual work plans at the request of Project Manager;
- Perform other duties as required by the Project Manager or his/her designate;
- Ensure that 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 Fauna & Flora policies and guidelines are followed within the implementation of the Fauna & Flora, Vietnam Programme;
- Participate in capacity building activities/programme within and outside the organization if assigned.

**Required outputs:**

- 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

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	Ability to work independently, setting targets and managing time	<ul style="list-style-type: none"> <li>• Basic knowledge of zoology, primates and experience of primate behavioural and ecological studies;</li> <li>• Communication and presentation skills;</li> <li>• Skills in working in the forests;</li> <li>• Good spoken and written in English is an advantage.</li> </ul>
<b>Knowledge and experience</b>	Undergraduate degree in a relevant discipline or equivalent relevant experience	<ul style="list-style-type: none"> <li>• Basic understanding of primate conservation is an advantage.</li> <li>• Basic experience in wildlife survey is an advantage;</li> <li>• Knowledge of community-based conservation and forest management skills is an advantage.</li> </ul>

<b>Behavioural qualities and traits</b>	<ul style="list-style-type: none"> <li>• Passionate about biodiversity conservation and forest protection;</li> <li>• Interested in wildlife, ecology and animal behaviours; wildlife monitoring and management/conservation;</li> <li>• Love to work in team, with the ability to build positive personal and organisational relationships;</li> <li>• Self-motivated, with ability to demonstrate initiative.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission;</li> <li>• Commitment to protect wildlife and natural environment;</li> <li>• Commitment to work in remoted and mountainous areas, with ability to work with ethnic minority and local communities.</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 organization, 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](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 '**USAID-BC Project Assistant**'.

The closing date for applications is **20<sup>th</sup> March 2024**.

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, Administration Officer, FFI, on Tel: +0243 719 4117 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