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**Project Assistant–Tonkin snub-nosed monkey  
(TSNM)  
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 has been implementing a biodiversity conservation programme in Ha Giang province for more than 20 years with focus on conservation of Tonkin Snub-nosed monkeys at Khau Ca and Tung Vai forest, and threatened tree conservation in Quan Ba.

Fauna & Flora is seeking a Project Assistant to support implementation and monitoring of field activities in Ha Giang. The role will work with Project Team 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, grassroots action on sustainable livelihoods, species monitoring, and awareness raising for local communities.

## 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

<b>Salary Range:</b>	Gross US\$7,650 per annum
<b>Location:</b>	Hanoi based, with regular travel to project sites
<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>	Project Assistant
<b>Reporting to:</b>	Project Manager – Tonkin snub-nosed monkey (TSNM)
<b>Line Manager of:</b>	n/a
<b>Key Internal Relationships:</b>	FFI Vietnam Country Programme Manager Project Managers Finance Manager Technical Advisors SMART/CCT Coordinator
<b>Working with:</b>	The Project Assistant will routinely liaise with Project Manager and other staff from the Fauna & Flora, Vietnam Programme, representing the values and interests of Fauna & Flora at all times

### Purpose:

The purpose of the Project Assistant position is to assist and conduct, to the highest possible standards of implementation and monitoring of field activities under Fauna & Flora's project in Ha Giang.

### The role:

The Project 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 related biodiversity values. It is anticipated that the Project Assistant will base in Hanoi with regular travel to project sites in Ha Giang.

### 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 manager and partners to plan and conduct activities to conserve species that meet project's goal;
- Support partners on nursery maintenance and development in Ha Giang;

- Support on threatened tree planting and maintenance in Ha Giang province;
- Support partners and local staff on threatened tree monitoring (wild populations) in Quan Ba district, Ha Giang province.
- Assist to conduct assessment of threatened trees to prioritise conservation initiatives in 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 submit to Project Manager;
- 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 species conservation;
- Support field visits undertaken by visitors, project staff, consultants and project partners.
- Collect monthly data to the M&E system;
- Carry out other tasks assigned by the Line Manager.

**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 Fauna & Flora, Vietnam Programme;
- Participate in capacity building activities/programme within and outside the organization if assigned.
- Ensure that Fauna & Flora policies and guidelines are followed within the implementation of the Fauna & Flora, Vietnam Programme.

**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

	<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>• Good knowledge of ecology, species conservation;</li> <li>• Communication and presentation skills;</li> <li>• Reporting skills;</li> <li>• Working in the forest skills;</li> <li>• Good spoken and written in English is an advantage.</li> </ul>
<b>Knowledge and experience</b>	University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields.	<ul style="list-style-type: none"> <li>• Basic understanding of biodiversity conservation is an advantage.</li> <li>• Knowledge of community-based conservation 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 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](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 '**Project Assistant – TSNM**'

The closing date for applications is **18<sup>th</sup> May 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, Admin Officer, FFI, on Tel: +0243 719 4183 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