

FFI's mission is to conserve threatened species and ecosystems world-wide, choosing solutions that are sustainable, based on sound science and take account of human needs.

FFI's strategy to achieve this mission is to work with in-country organisations at all levels to support them in identifying and implementing country led sustainable solutions.

The **strategic goal of the FFI Vietnam Primate Programme** is to identify primate populations in most need of conservation interventions and provide strategic species-focused conservation in the field, based upon sound science and participation of local communities and other relevant stakeholders.

Currently, the programme has established long-term primate-focused conservation projects at five locations in northern Vietnam that maintain important populations of Critically Endangered primates: the Cao Vit gibbon at Trung Khanh District in Cao Bang Province, the Tonkin snub-nosed monkey in Ha Giang Province, the Western black-crested gibbon in Mu Cang Chai District of Yen Bai Province and Muong La District of Son La Province, the Delacour's Langur in Kim Bang District of Ha Nam province and the Cat Ba langur in Hai Phong province..

Fauna & Flora International - Vietnam Programme

is recruiting an

Field Project Assistant in Ha Giang

TERMS AND CONDITIONS

Start Date:	1 st October 2017
Duration:	One year with potential extension based on work performance
Location:	Ha Giang Provincial Forest Protection Department (FPD), Ha Giang City with frequent travel to Hanoi and provinces
Hours of Work:	40 hours per week
Salary range:	200-250 US\$ gross per month, commensurate with experience and education

JOB DESCRIPTION:

Job Title:	Field Project Assistant in Ha Giang
Reporting to:	Ha Giang Project Coordinator and Primate Projects Manager.
Project:	Tonkin Snub – nosed Monkey Conservation

Purpose:

To assist the effective implementation of Critically Endangered Tonkin Snub-nosed Monkey and threatened tree species conservation projects in Ha Giang Province.

Main duties:

Ensure smooth implementation of the projects in Ha Giang:

This position will work under the supervision of Ha Giang Project Coordinator to support the implementation of FFI's project activities in Ha Giang province to meet conservation goals. The field-based project assistant will be responsible for the followings:

- Act as a focal person of the projects at the field sites.
- Provide technical assistance, as required and agreed with the line manager and FFI technical staff, to Community Conservation Team (CCT) and the Community Research Team (CRT) members;
- Take responsibility to ensure that Spatial Monitoring and Reporting Tool (SMART)¹ data is collected to agreed (high) standards, and that data is sent to FFI and FPD managers on time, as per an agreed schedule;
- Provide technical and administrative support to Ha Giang Provincial Forest Protection Department (FPD) Field project coordinator and project partners;
- Maintain good working relations with partners at provincial, district, commune levels and community;
- Closely work with partners such as FPD, district forest protection stations, protected area management boards, local authorities and communities;
- Prepare Mission Terms of Reference and Back to The Office Report for every field trip;
- Prepare monthly personal work plan and report to submit to the Ha Giang Project Coordinator and Primate Projects Manager;
- Prepare administrative and logistic arrangements for project activities at field site. Support visitors, advisors and consultants to conduct field visits and field works;
- Participate in the implementation of livelihood development, environmental awareness raising and education activities;

Support the development of the FFI Vietnam Country Programme:

The field project assistant will work with Primate Projects Manager to ensure effective project management and development, including the following:

- Participate in the development of an annual work plan for the project;
- Develop concepts for new project activities based on field experiences;
- Work with project partners to identify project needs to meet conservation objectives, and define measures to meet those needs.

Other duties:

- Undertake tasks in support of the FFI Vietnam Country Programme that may reasonably be requested by Senior Management Staff.
- 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.

¹ SMART to be trained when you are on board.

REQUIREMENT

The successful candidate must have, at a minimum, the following skills and experience:

- Bachelor degree in one of the following fields: forestry, natural resources management, climate change, conservation biology, ecology, zoology or related fields;
- Be able to read, speak, understand and write English;
- Good use of Microsoft Office Suite including Word, Excel, PowerPoint. Application of GIS software, eg. ArcGIS or MapInfo,, is an advantage;
- Soft skills: Team work/collaboration, good time management, able to work alone, motivated, reliable, enthusiastic and trustworthy.

HOW TO APPLY

Interested candidates are invited to send a letter and CV in English to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than 26th September, 2017. Only shortlisted candidates will be contacted for interviewing.

For more information about FFI, please visit <http://www.fauna-flora.org>