

FFI's mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science, and which take into account human needs. FFI's strategy to achieve this mission is to work with in-country organizations at all levels to support them in identifying and implementing country led sustainable solutions.

FFI Vietnam is implementing a number of conservation projects at Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province, Muong La Nature Reserve of Son La province, Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province, Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Kim Bang limestone forest of Ha Nam province, Cat Ba National Park of Hai Phong province, Pu Mat National Park of Nghe An province, and Kon Plong forests of Kon Tum province.

Fauna & Flora International - Vietnam Programme

is recruiting a

Project Officer

TERMS AND CONDITIONS

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|-----------------------|---|
| Start Date: | As soon as possible |
| Duration: | One year (with possibility of extension based on performance and available funds) |
| Location: | Hanoi with frequent travel to project sites (up to 50% of the time in the field) |
| Hours of Work: | 40 hours per week |
| Salary: | Package (inclusive) US\$500 – US\$600 gross/month |

JOB DESCRIPTION

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|----------------------|--------------------------|
| Job Title: | Project Officer |
| Reporting to: | Primate Projects Manager |
| Line manages: | N/A |

Main duties:

Under the supervision and close cooperation of the Primate Projects Manager, the Project Officer will support the day-to-day coordination and help deliver activities of conservation projects. All outputs will be to a high quality outputs and will be within allotted timeframes and timelines. Where necessary, the Project Officer will also support the Protected Area Project Manager on similar tasks.

The project Officer will spend approximately 80% of their time in support of the Primate Projects Manager, and around 20% of their time supporting the Protected Area Projects Manager. The split of office based and field based work will be approximately 50/50.

Key responsibilities:

- Support the develop of annual/quarterly work plans for the projects;
- Help project field-based assistants develop detailed monthly work plan, review their mission terms of reference (MTOR) prior conducting activities, and review activity reports;
- Draft Terms of Reference (ToR) for consultants when required;
- Support logistics for in-bound and out-bound study tours and field work;
- Support consultants to develop communication and technical materials such as brochures on species and habitat conservation areas and conservation education books;
- Collect environmental education materials to set up library corners for secondary schools in the project site;
- Organize field trips for school children to natural/forest settings;
- Conduct awareness-raising campaigns for local community villagers;
- Organize workshops and meetings as required;
- Support build capacity for two field-based project assistants;
- Conduct monitoring and evaluation of project activities;
- Where necessary, support preparation of monthly Spatial Monitoring And Reporting Tool (SMART¹) report for each project partners;
- Maintain regular communication with key project partners and counterparts to improve site-based project activity delivery and output quality;
- Compile / collate scattered data of projects for further analysis;
- Prepare activity reports and field trip reports;
- Translate documents between Vietnamese and English and vice versa;

¹ To be trained in SMART during the project implementation.

- Draft concept notes and support development of proposals with up to date project data and information;
- Provide additional support to awareness raising and village meetings at Ha Nam, Pu Mat, and Kon Tum when required, with approval of his/her line manager;
- Manage and report on field trip finances, following FFI budget allocation, cost norms and financial procedures.
- Perform other duties as reasonably required.

REQUIREMENTS:

- University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields;
- A demonstrable interest in wildlife and wildlife conservation;
- At least five years of experience of coordination and/or implementation of conservation or environmental projects;
- Experience in environmental education for school children and awareness raising for local people;
- Basic experience in project monitoring and evaluation;
- Strong verbal and written communication skills in Vietnamese;
- Good working knowledge of written and spoken English;
- Ability to work independently, setting targets and managing time;
- Ability to work well in a team;
- Strong computer skills, including good working knowledge of the MS package (Word, Excel and PowerPoint), and a basic knowledge of common GIS software.

HOW TO APPLY

Interested candidates are invited to send a cover letter and CV in English to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than 27th March 2018. Only shortlisted candidates are contacted for interviewing

For more information please visit www.fauna-flora.org