



© FFI/Jeremy Holden

Manager – Community Inclusion & Governance, Vietnam Programme

“In the past century Fauna & Flora 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,
Fauna & Flora 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

Fauna & Flora has been operating in Vietnam since 1997. Today, our dedicated in-country team collaborates closely with local partners to tackle some of the nation's most pressing conservation challenges.

We play a vital and leading role in protecting Vietnam's critically endangered primates. Our efforts include supporting the monitoring of primate populations and creating initiatives to involve local communities in conservation efforts. We are also focused on enhancing the management, patrolling, and enforcement within protected areas designated for primate preservation.

At all our project sites throughout the country, we work hand in hand with government partners to improve planning and operations within protected areas. This includes strengthening the technical capacity of park authorities, introducing innovative conservation technologies, enhancing biodiversity monitoring, and supporting more effective law enforcement.

A core element of our work – here and around the world – is partnering with communities living closest to nature. We strive to understand their needs and develop solutions that foster sustainable livelihoods. Our approach ensures that saving nature goes hand in hand with supporting people.

Lower Mekong Landscape Programme

Fauna & Flora is about to begin a new programme of work within the Lower Mekong Landscape covering more than one million hectares of the Annamite mountains, incorporating three large forest complexes and encompassing Cambodia, Laos, and Vietnam. The defined areas of intervention in the Programme landscape are part of one of the world's most biodiverse regions and incorporate important but threatened protected areas (PAs). Funded by the Biodiverse Landscapes Fund (BLF), the overarching aim of this programme is to reduce poverty and create sustainable economic opportunities for those communities, through the delivery of lasting landscape protection, sustainable management, restoration, safeguarding biodiversity, and maintaining and improving ecosystem quality.

The programme will be implemented through a consortium of four international partners, working in close collaboration with local partners and Indigenous peoples and local communities (IPLCs), ensuring that activities respond to locally identified and prioritised needs. Working through a framework of six integrated project components, the programme focuses on people, nature, and climate, recognising that benefitting one at the expense of the others is inherently unsustainable. The project components include livelihoods and illegal wildlife trade; agriculture and markets; infrastructure and development; ecotourism; protected area management; and programme management and monitoring, evaluation, and learning

The Opportunity

Fauna & Flora seeks an experienced conservation manager to advance our community-centred approach in an exciting role within our new BLF programme in Vietnam. The primary objective of this position is to manage and ensure that human rights, human well-being and social equity are at the core of our activities, project delivery and conservation goals. Integral to this mission is the commitment to safeguarding and respecting the rights of the Ethnic minority people and Local Communities. The role further entails the roles of these communities to effectively contribute to long-term nature conservation goals.

The successful candidate will play a pivotal role in supporting Fauna & Flora Vietnam team to manage this project, ensuring that project activities adhere to social safeguards, address gender issues, and promote well-being and social equity. Furthermore, this position involves providing technical advice for Fauna & Flora's Vietnam programme.

This position presents a unique opportunity to collaborate with and enhance the capacity of our team, consortium partners, government, local NGOs, and local communities of Vietnam while advancing conservation objectives. You will have strong management, facilitation, training and coaching skills. You are a team player with the ability to seek out the views of others and build positive working relationships with people from different backgrounds and cultures. Open to learning and able to quickly pick up new skills.

The ideal candidate will possess technical skills in the development, management, implementation, and monitoring & evaluation of social equity, good governance and rights-based approaches, in a conservation context. You will have a strong background in social science, with skills in analytical review. Fluency in written and spoken English and Vietnamese is required.

You will be passionate about supporting others to develop their knowledge and skills while being open to learning and able to quickly pick up new skills. And joining Fauna & Flora at an exciting time as we seek to improve our ability to design, implement, monitor and evaluate initiatives that have positive impacts on biodiversity while at the same time respecting the rights of local communities and contributing to human well-being and social equity.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	One year with possible extension
Probation Period:	Two months
Gross Salary:	US\$27,245 per annum (Grade F)
Location:	Based at Fauna & Flora's Vietnam office in Hanoi, with regular travel across Vietnam, particularly to Kon Tum and Nghe An provinces
Benefits:	25 working days' annual leave entitlement plus Public holidays

Medical and social insurance

Hours of Work: This is a full-time position, working 40 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Manager – Community Inclusion & Governance, Vietnam Programme

Reports to: Country Programme Manager with technical reporting to Social Equity and Rights Manager (BLF)

Key internal relationships: BLF Management Team and Component Leads
Vietnam Country Director – Fauna & Flora
Programmes Manager, Project Managers, especially for Kon Tum and Nghe An
Cross-Cutting Teams, especially Social Equity, Agriculture, Enterprise and Wildlife Trade (UK).

Key external relationships: Key staff from BLF consortium partners
National and local government agencies,
National and local communities and community-based organisations,
International and national partner NGOs and for-profit entities
Academic institutions and funders.

Purpose:

To support the management of project, including the implementation of gender and social equity, rights-based approaches, and good governance within BLF sites in BLF Vietnam, to help secure the roles of ethnic minority people and local communities in nature and biodiversity conservation.

Responsibilities:

Management

- Work closely with the Country Programme Manager to oversee, develop work-plan and report on technical and financial components of the project in Kon Tum and Nghe An;
- Line-manage the Site Managers in Kon Tum and Nghe An.
- Support to manage donor budget for project, ensuring that spending is cost-effective, compliant with institutional and donor requirements and compliant with Vietnam laws. Spending must align with stated project objectives and facilitate effective conservation actions, in line with the deliverables enshrined in the(all) project documents (donor grant agreements or contracts);
- Review advance requests and acquittals for project team members in accordance with FFI financial procedures, ensuring that these are appropriately costed, budgets are available and costs are attributable to the donor;
- Support Country Programme Manager to produce financial donor and institutional finance reports. Be aware of donor grant agreement to ensure financial management is in alignment with spending.

Technical

- In close collaboration with the BLF Social Equity and Rights Manager, the Manager - Community Inclusion & Governance will work with BLF consortium partners and country staff

in Vietnam to develop, implement, and monitor appropriate site-level social safeguards for the BLF programme. In doing so, the post will help ensure that the project adequately identifies, avoids, manages and/or mitigates negative social risks and impacts affecting communities, or other relevant local stakeholders, as a result of its conservation work. The primary tool for this work will be the project's Environmental and Social Management System (ESMS), supplemented by other safeguard instruments.

- With the support from the BLF Social Equity, and Rights Manager to work with BLF consortium partners and country staff, ensure that social equity, rights-based approaches, Indigenous peoples and local communities (IPLC) engagement and good governance are effectively integrated and implemented in the BLF and other conservation programmes in Vietnam, which include:
 - Ensure a gender-sensitive programme approach and enabling framework is applied to the delivery of the BLF programme. Using participatory analytical and decision-making tools to enable engagement and gender transformative learning within the landscape, and to mainstream gender equality into policies and plans.
 - Ensure that the project approach acknowledges and respects the rights, values, and knowledge systems of Indigenous Peoples and Local Communities (IPLC) in relation to land and resources;
 - Ensure that the project facilitates the meaningful participation and equal access of diverse groups, including those from marginalized communities, in decision-making processes related to project and natural resources governance;
 - Ensure that project benefits and risks are distributed equitably among all stakeholders, promoting fairness and inclusivity in the overall project outcomes;
 - Ensure the project is designed to improve inclusive and equitable governance of protected areas
- Be the focal point for BLF Vietnam ESMP, Process Framework, Stakeholder Engagement Plan, Grievance Mechanisms, FPIC, Environmental and Social Management System (ESMS) reporting and revision of tools;
- In collaboration with the country team and consortium partner, support the data collection, analysis, and reporting on social impact of BLF project, including the social outcome and output indicators of the project.

Implementation and communications

- Conduct field visits and stakeholder consultations with project staff to support and monitor the implementation of social safeguards, good governance, and social equity aspects of the project.
- Contribute to the production of annual work plans and budgets for the social aspects of Fauna & Flora's conservation activities under the BLF project in Vietnam.
- Develop communications materials in appropriate formats as requested and actively share project results and learning through internal and external fora;

Partnerships

- Develop and manage productive and collaborative relationships with partners to ensure the effective delivery of desired social impacts in the BLF project.
- Conduct training and other capacity-building activities in social equity, rights-based approach, and good governance to the BLF team, country staff, national and sub-national government agencies, local partners, and IPLC.
- Support the consortium partners and country team in implementing a gender-sensitive

programme approach within the BLF project to enable engagement and gender-transformative learning.

Other duties

- Undertake any other tasks commensurate with the position that may be requested of you, from time to time, by your Line Manager.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Technical skills in the development, management, implementation, and monitoring & evaluation of rights-based and community-driven conservation approaches • Analytical review skills • Facilitation, training, and coaching skills • Excellent communication and presentation skills (written and verbal) to a range of audiences • Excellent interpersonal skills and demonstrated ability to work with local communities • Advanced Excel users and ability to analyse social data • Fluent written and spoken English 	<ul style="list-style-type: none"> • Relevant technical skills in using/applying social safeguards (e.g. IFC PS or WB ESS)
Knowledge and experience	<ul style="list-style-type: none"> • Relevant degree or equivalent qualification in a relevant discipline or equivalent experience in a similar role • Good background in social science • Experience in working with Environmental and Social Management Systems • Experience in using participatory approaches in conservation and/or development • Experience in designing and delivering training to build individual or organisational capacity • Experience of working in a cross-cultural environment • Professional experience in international conservation or a related field • Experience of implementing gender equality and social inclusion approach • Experience of working in partnership with government agencies, local civil society 	<ul style="list-style-type: none"> • Experience working in Southeast Asia, especially Vietnam
Behavioural qualities	<ul style="list-style-type: none"> • Self-motivated, independent and resourceful • Open to learning and able to quickly pick up new skills • Team player, with the ability to seek out the views of others and build positive working relationships 	

	<p>with people from different backgrounds and cultures</p> <ul style="list-style-type: none"> • Ability to work under pressure and to deal with challenges in a positive and constructive way • Commitment to working collaboratively, sharing information, and learning • Commitment to organisational and legal compliance, and responsible management of donor funds • Interest in and empathy with the mission and values of Fauna & Flora 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel regularly and at short notice within project sites 	

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 should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to viet.hong.le@fauna-flora.org

Please mark your application '**Manager – Community Inclusion & Governance, Vietnam Programme**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **20th March 2025**. Interviews are likely to take place during the week commencing 24th March 2025.

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

Fauna & Flora 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, HR Officer, by Email: viet.hong.le@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity