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## **Project Assistant – Marine**

“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.

## The Opportunity

Fauna & Flora Vietnam Programme is seeking a Project Assistant - Marine to support the implementation of our marine conservation and monitoring of field activities. The incumbent will be part of the Fauna & Flora Vietnam Programme team and will work under the supervision of the Project Manager - Marine.

This is an exciting opportunity for a passionate and motivated individual to contribute to the protection of marine biodiversity in Vietnam. You will assist in planning and delivering key marine field activities, engage with local communities, and provide logistical and administrative support.

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	One year, fixed-term contract with the potential for extension
<b>Probation Period:</b>	Two months
<b>Gross Salary:</b>	7,650.00 USD per annum (Grade B)
<b>Location:</b>	Nui Chua National Park, Ninh Thuan or Hanoi
<b>Benefits:</b>	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:** Project Assistant - Marine

**Reports to:** Project Manager - Marine

**Key working relationships:** Country Programme Manager, Vietnam Programme  
Project Manager - Marine  
Vietnam Finance Manager and Teams  
Technical and Communications staff

**Key external relationships:** Routinely liaise with local government agencies, local communities and community-based organisations, partner NGOs, and national and international academic partners, representing the values and interests of Fauna & Flora at all times.

### Purpose:

The Project Assistant – Marine will support the planning, implementing, and monitoring marine conservation initiatives. This role will assist in research, community engagement, and logistical coordination to ensure effective project delivery. The assistant will work closely with project teams, stakeholders, and local communities to promote sustainable marine resource management and biodiversity conservation.

### Responsibilities:

#### Project Implementation Support:

- Assist the Project Manager - Marine in preparing for and implementing field activities, including biodiversity monitoring, marine species surveys, and community engagement efforts.
- Support the planning and delivery of training sessions for local partners and community members on biodiversity monitoring, sustainable livelihoods, and marine conservation practices.
- Assist in data collection, management, and analysis from field surveys, ensuring the accuracy and timeliness of project reporting.
- Provide logistical support for field trips, meetings, and workshops, including booking transportation, arranging accommodation, and ensuring proper equipment and supplies are available.
- Support the coordination of consultants and project partners during fieldwork, including overseeing logistics and maintaining communication between all stakeholders.
- Support the development of educational materials and content for social media, promoting marine conservation efforts, local leadership, and environmental awareness.
- Help maintain good relationships with community partners, including through regular communication and support of their activities.

#### Operational and Administrative Support:

- Prepare Mission Terms of Reference (MTOR) and Back to Office Reports (BTOR) for field trips, ensuring all necessary information is included and submitted in a timely manner;
- Prepare budgets for field trips and clearances with accompanying receipts and field reports in a timely manner;
- Maintain proper filing and documentation for all project-related activities, ensuring all reports, contact details, and data are organized and accessible;
- Ensure that field operations are conducted to a high level of health, safety, integrity, environmental good practice and cultural sensitivity in the marine and coastal context;

- Provide additional support to the project activities where required to ensure implementation continues to meet conservation goals at all project sites.

#### **Programme Development & Reporting:**

- Assist in the preparation of donor reports and other project-related documentation, ensuring all required outputs are met and reported on time;
- Contribute to the development of work plans, project proposals, and funding applications, drawing on field experience and data to support the Project Manager - Marine and Technical Teams.

#### **Programme Representation and Communications**

- Represent Fauna & Flora at key fora, including conferences, consultations, negotiations, meetings, workshops, briefings and working groups, improving the visibility of FFI's work in Vietnam and elsewhere;
- Bring to the attention of the Project Manager - Marine and Country Programme Manager any news-worthy items arising within the marine project, and maintain frequent communications with Project Team while in the field (when possible).

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good organizational skills, with the ability to manage time and prioritize tasks effectively.</li> <li>• Good communication skills, with the ability to engage and work with local communities and partners.</li> <li>• Proficiency in Microsoft Office products (Word, Excel, etc.).</li> <li>• Willingness to travel to remote areas and work at sea.</li> </ul>	<ul style="list-style-type: none"> <li>• Swimming skill</li> <li>• Proficiency in English</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Biology, Resource Management, Development, Social Sciences or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in fieldwork, including biodiversity monitoring or community engagement activities.</li> <li>• Experience in logistical planning and administration for field projects</li> </ul>
<b>Behavioural qualities and traits</b>	<ul style="list-style-type: none"> <li>• Passion for marine conservation and/or coastal community development.</li> <li>• Love to work in a team, with the ability to build positive personal and organisational relationships;</li> <li>• Self-motivated, with the ability to demonstrate initiative.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission</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 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](mailto:viet.hong.le@fauna-flora.org)

Please mark your application '**Project Assistant– Marine**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **9<sup>th</sup> April 2025**. Interviews are likely to take place during the week commencing 14<sup>th</sup> April 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](mailto:viet.hong.le@fauna-flora.org)

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