**FFI’s mission** is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, are 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.

**FFI Vietnam** is implementing conservation projects at Mu Cang Chai Species & Habitat Conservation Area of Yen Bai, Muong La Nature Reserve of Son La, Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang, Trung Khanh Species & Habitat Conservation Area of Cao Bang, Kim Bang of Ha Nam, and Pu Mat National Park of Nghe An provinces.

**Fauna & Flora International - Vietnam Programme**

is recruiting a

**Project Coordinator**

(for Cao Bang, Ha Nam and Pu Mat)

**TERMS AND CONDITIONS**

**Starting date:** 1st June 2017

**Duration:** 1 year with potential to extend subject to business need and funding availability

**Job type:** Full-time

**Location:** Hanoi based with regular travel to project sites

**Salary range:** Gross $700 - $900 per month

Position Title: Project Coordinator

**Reporting to**:FFI Vietnam Country DIRECTOR / FFI Vietnam Country Programme MANAGER

**Oversees**: The Coordinator will supervise staff (TBC) at each FFI project site, located at Cao Bang, Ha Nam, and Pu Mat, under the supervision of the Country Programme Manager.

**Position Objective**

The objective of the Project Coordinator position is to, under the supervision of the Country Programme Manager, oversee implementation of biodiversity conservation projects conducted at Trung Khanh of Cao Bang, Kim Bang of Ha Nam, and Pu Mat of Nghe An provinces. The position requires direct line management of project staff to ensure effective planning and implementation of projects, ensuring that deliverables are completed to standard and in a timely fashion.

The successful candidate will have a blend of skills, which include related project coordination or management, together with relevant experience of environmental protection and/or wildlife conservation, community development, community outreach and education (or similar).

**Required Skills and Experience**

|  |  |
| --- | --- |
| ESSENTIAL | DESIRABLE |
| **Skills** | |
| English language (moderate) | English language (fluent) |
| Degree in natural resource management, forestry or relevant development field | Master’s degree in relevant field |
| Project management – Timely delivery of activities and outcomes, as per contract | Management of projects worth at least $50,000 USD |
| Good time management |  |
| Self-motivated, with the able to work alone and set realistic goals (workplanning) |  |
| Interpersonal skills / teamwork and motivation skills |  |
| Personnel (staff) management |  |
| Professional level usage of the Microsoft office suite | GIS skills |
| Procurement and fund management |  |
| Workshop planning / logistics and facilitation |  |
| Ability to work equally well with local community members, government/state actors and the international community |  |
| Project design and visioning | Theory of change (or similar) |
| Community consultation | FPIC |
| Scientific research | Able to lead on the design of biodiversity and/or primate survey methodologies |
| **Experience** | |
| Minimum 5 years working in the environment or related field | Minimum 10 years working in conservation or related NRM |
| Project coordination of environmental or related development projects | Project Management experience in conservation or NRM |
| Involved in community development and/or poverty reduction activities, related to landuse (forestry, agriculture, etc.) | Lead on the design/implementation of conservation-orientated (results-based) sustainable livelihood interventions |
| Proven track record of community empowerment | Gender |
| Involved in awareness raising and/or environmental education (EE) activities | Lead on the design/implementation in awareness raising and/or environmental education (EE) |
| Proven track record of working successfully with government counterparts |  |
| Lead or been part of teams undertaking research in the conservation, environment or development field | Conservation research - team leader / published author (e.g. in scientific journals) |
| Involved in the development of successful funding proposals | Lead on the creation of successful proposals |
| Managed or coordinated inputs from external consultants | Designed packages of work and associated ToRs for external inputs to projects |

**Tasks and Responsibilities**

**Staff Management**

* Ensure that project staff are appropriately planning and implementing work.
* Ensure alignment between staff workplans, budgets and deliverables as per donor requirements.
* Provide mentoring and guidance for project staff in the carrying out of their duties.
* Ensure coordination of project staff.
* Conduct annual performance appraisals for staff that the position line manages.
* Ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.
* Ensure that FFI policies and guidelines are followed within the implementation of the Vietnam Programme.

**Financial Management**

* Under supervision on the Country Programme Manager, manage donor budgets for the aforementioned project sites, ensuring that spending is cost-effective, compliant with FFI and donor requirements and compliant with Vietnam law. 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).
* Ensure that donor budgets utilize FFI cost norms, cover staff time appropriately in relation to activities planned and meet the requirements of FFI UK and FFI Vietnam administrative costs.
* Be aware of donor grant agreements to ensure financial management is in alignment with spending.
* Review advance requests and acquittals for project staff as line manager, ensuring that these are appropriately costed, budgets are available and costs are attributable to the donors.
* Work with the Finance Department and Country Programme Manager to produce financial (donor) reports

**Partner Engagement**

* Liaise with government counterparts, of projects, building effective working relationships, to ensure the delivery of FFI Vietnam’s objectives and to ensure that FFI Vietnam’s work is aligned with government policy.
* Oversee the preparation of project reports and briefings as required to government partners.
* Build and maintain links with relevant government agencies reasonable for development of policy related to conservation in Vietnam.
* Where requested by the Country Programme Manager, represent FFI Vietnam at various national and international fora to showcase the programme’s work, network and develop opportunities.

**Project Development, Management, and Implementation**

* Develop concepts for community development and engagement other projects within the geographies that FFI work.
* Identify and engage appropriate donors to meet assessed needs.
* Work collaboratively with the country director and country programme manager to develop proposals and budgets for funding key community interventions.
* Lead and manage project’s activities at project sites including supervision of project staff.
* Manage project budgets associated with projects’ activities.
* Ensure that project staff understand and are aligned with the strategy of FFI Vietnam.
* Convene the project staff on a regular basis to advise the Country Director / Country Programme Manager on development of strategy.
* Ensure that all project activities are in line with the FFI Business Plan and FFI Vietnam Strategy, and in all cases further our efforts to conservation biodiversity (especially, but not limited to, threatened primates)
* Support the protected area law enforcement actions, including the coordination of community patrol teams.
* Oversee the collection of SMART data, as part of protected area / forest and species monitoring
* Support protected area management/managers and (where appropriate) the development and/or implementation of species action plans
* Support the planning and coordination of research activities (of forest, key species, local livelihoods etc.)
* Co-develop community development/livelihood activities and community education / outreach plans and materials, and lead on implementation.

**Other Duties / Cross-cutting**

* Provide support for donor reporting.
* Act as a member of the core management team of FFI.
* Lead community engagement work at project sites, as required, including sites not listed in this ToR.
* Coordinate and support implementation of our community education work, including support to other FFI project sites.
* Provide regular information/updates and materials to support the creation of communication outputs (website, blogs, social media, etc.)
* Other duties as reasonably required as a technical advisor.

**Reporting**

This Project Coordinator position reports to Country Programme Manager of FFI Vietnam Country Programme (**line manager**) on all technical matters, including workplanning, design and implementation of project activities, staff management and reporting.

In addition, the Project Coordinator will provide weekly updates to the Country Director (**personnel manager**) on all matters relating to FFI’s working environment, as well as project implementation and delivery.

Interested candidates are invited to send a letter and CV to Ms. Le Hong Viet via email [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org) no later than 28th May 2017. Only shortlisted candidates will be contacted for internviewing

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