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## FFI Vietnam Country Programme

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**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.

### **Fauna & Flora International - Vietnam Country Programme**

is recruiting a

### **Project Manager – Ha Giang Province**

#### **Objective**

The objective of this assignment is to ensure the optimal quality, impact and timeliness of FFI conservation initiatives in Ha Giang Province, Vietnam and their linkage to FFI conservation initiatives more broadly in Vietnam.

#### **Tasks**

Under the supervision of the Vietnam Country Programme Director, the Ha Giang Project Manager will:

#### ***Support implementation of project activities in Ha Giang Province***

This position will work under the supervision of the Vietnam Programme Country Director and will coordinate and support implementation of all FFI project activities in Ha Giang Province to ensure they meet conservation goals, including the following:

- *Acting as a general contact point in FFI for the project and supporting to maintain good working relations with provincial, district, commune and community partners to ensure effective implementation of the project.*
- *Coordinating and supervising all FFI project activities in Ha Giang following agreed project workplans and in line with funding allocations.*
- *Providing logistical, technical support and training to project partners, communities and other stakeholders to ensure effective and sustainable project implementation.*

- *Leading the development of monthly workplans and reports and contributing to the development of annual workplans*
- *Reporting, including Back to Office Reports, annual reports and technical reports for FFI, government partners and donors.*
- *Building and maintaining good relationship between FFI, local stakeholders and other implementing agencies.*
- *Managing project funds for field operations and reporting expenditure.*
- *Supporting field visits and field work by visitors, advisors and consultants.*
- *Supporting project development by providing input to project plans, reports and funding proposals and by reporting perceived project needs as soon as they arise.*
- *Coordinating and monitoring project activities to ensure activities are well implemented and support conservation goals.*

**Administrative support:**

Providing additional support to programme where required by line managers to ensure implementation of other activities continues to meet conservation goals at other project sites, in particular the following:

- *Translating documents between English and Vietnamese*
- *Providing logistical support for activities in Ha Giang Province*
- *Providing input to strategic discussion to programme development*
- *Being sufficiently aware of the rest of the programme to be able to act as a representative of the FFI Vietnam Primate Programme.*
- *Drawing from field experience to support the development of concepts for new programme activities*

**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.*
- *Ensure that FFI policies and guidelines are followed within the implementation of the FFI Vietnam Country Programme*

**Reporting:**

The Ha Giang Project Manager will report to the Vietnam Programme Country Director.

**Starting date:** As soon as possible

**Duration:** 12 months contract with opportunity for renewal. Three month probationary period.

**Required Skills:**

- MSc in Conservation, Natural Resource Management or similar discipline.
- Experience in community-based conservation initiatives
- Experience in alternative livelihood development
- Experience in conservation planning
- Experience using Participatory Rural Appraisal techniques
- Understanding of co-management mechanisms

- Excellent written and spoken English – ability to write technical reports in English
- Strong skills in relationship building and maintenance
- Good information management skills
- Team player
- At least, 5 years experience in enacting conservation in Vietnam.

**Desired Skills**

- Understanding of and experience in implementing Free, Prior and Informed Consent
- Background in enforcement and SMART enforcement software
- Species specific conservation and population monitoring experience
- Remote sensing/GIS skills
- Publications record

Interested applicants are invited to send a letter and CV in English latest **by 15 November 2014** to: Ms. Le Hong Viet, FFI – Vietnam Administrative Assistant; E-mail: [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org) ; or FFI Vietnam Programme Office at: 340 Nghi Tam, Tay Ho, Ha Noi; Tel: 04.7194117.

Only short-listed candidates will be contacted for interviewing.

For more information about FFI visit: [www.fauna-flora.org](http://www.fauna-flora.org)