

**Fauna & Flora International (FFI)'s mission** is to conserve threatened species and ecosystems world-wide, 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 Programme**

*is now recruiting*

**a Project Field Assistant**

### **TERMS AND CONDITIONS**

<b>Start Date</b>	The 1 <sup>st</sup> March 2017
<b>Duration:</b>	One year fixed-term contract with possible extension
<b>Duty Station:</b>	Trung Khanh, Cao Bang Province
<b>Probation Period</b>	Two months
<b>Salary Range:</b>	233 USD gross per month
<b>Hours of work:</b>	This is a full-time position, working Monday to Friday from 8:30 a.m to 5:30 p.m, with an one-hour lunch break

### **JOB DESCRIPTION**

<b>Job Title:</b>	Project Field Assistant
<b>Reporting to:</b>	FFI Vietnam Programme Manager/Cao Bang Project Coordinator

**Purpose:** To coordinate the Cao Vit Gibbon Conservation Project ensuring effective implementation in the field and supporting project development.

### **MAIN DUTIES**

***Coordinating the Cao Vit Gibbon Conservation Project in Cao Bang Province:***  
Coordinate the Cao Vit Gibbon Conservation Project to ensure effective progress of

the project in Cao Bang Province to meet its conservation goal, including the following:

- Act as a focal point for coordination of all project activities.
- Prepare monthly workplans and reports.
- Provide technical and managerial support to project partners.
- Develop proposal for project activities and activities of project partners.
- Supervise all field activities implemented by FFI and partners and consultants.
- Maintain good working relations with provincial, district, and commune and community partners.
- Support field visits and field work by visitors, advisors and consultants.
- Support the provision of technical assistance and training for partners and community members.

***Supporting development of the FFI Vietnam Primate Programme:***

Work with Cao Bang Project Coordinator to ensure effective project management and development, including the following:

- Support to develop an annual work plan for the project.
- Develop concepts for new project activities based on field experiences.
- Work with project partners to identify project needs to meet conservation objectives and define measures to meet those needs.
- Monitor project progress and evaluating conservation impact of the project.

***Other duties:***

- Undertake tasks in support of the FFI Vietnam 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. This includes ensuring that field medical kits are in good order and taken out on every field trip
- Ensure that FFI policies and guidelines are followed within the implementation of the FFI Vietnam Primate Programme

**REQUIRED OUTPUTS**

1. Monthly reports and workplans
2. Mission terms of reference and back to office reports for field visits.
3. Delivery of activities in accordance with agreed project workplans.
4. Technical project activity reports to primate programme managers, Cao Bang coordinator in accordance with reporting cycle.

**HOW TO APPLY**

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted to Ms.

Le Hong Viet via email at [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org); or FFI Vietnam Programme Office at:  
340 Nghi Tam, Quang An, Tay Ho, Ha Noi.

Please mark the subject line of your application “**Project Field Assistant**”

The closing date for applications is **Monday, 20 February 2017**

Only short-listed candidates will be contacted for interviewing.

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