FAUNA & FLORA INTERNATIONAL

VIETNAM PROGRAMME
340 Nghi Tam, Tay Ho, Hanoi, Vietnam
Tel: +84-437194117 Fax: +84-437194119
E-mail: ffivietnam@fauna-flora.org

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. FFI also supports conservation actions in Kon Tum, Son Tra and Cat Ba Island.*

Fauna & Flora International - Vietnam Programme

is recruiting an

Intern

TERMS AND CONDITIONS

Start Date: 1st September 2017

Duration: 12 months

Location: FFI office - Vietnam

Hours of Work: 40 hours per week

Salary: Package (inclusive) US$200/month

JOB DESCRIPTION

Job Title: Intern: Assistant Programme Officer, Global Trees Campaign / Conservation Leadership Programme

Reporting to: FFI's Country Programme Manager for Vietnam with co-supervision provided by the GTC project manager and the CLP Mgt Team staff at FFI.

Line manages: N/A

Overall objective:

The primary objective of this internship is to support development of FFI Vietnam's work on tree conservation and help support greater integration of tree and primate conservation, within the programme. The internship will also work to improve delivery of the CLP programme through supporting partner staff, alumni and potential grantees.

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Specific Roles:

1. Gain knowledge about FFI's Programme and tree conservation in Vietnam (15%)

a. Introductory meeting with FFI Vietnam's Country Programme Manager, the GTC's project manager and representatives from FFI's local partner working on tree conservation.
b. Desk research about GTC strategy and its criteria for project development.
c. Desk research about FFI's strategy in Vietnam.
d. Review of reports from previous FFI projects in Vietnam focussed on tree conservation.
e. Desk research on important tree species for threatened primates in Vietnam.

2. Identify opportunities to integrate tree conservation activities into FFI's Vietnam programme (50%)

a. Assist FFI's partner in Vietnam to upload and analyse data collected from previous GTC projects in Vietnam.
b. Using criteria provided by the GTC team, identify priority threatened tree species and priority sites in Vietnam.
c. Identify tree species at FFI's project sites of high importance to primates.
d. Identify which tree species are both highly threatened and which are high priority for primate conservation and verify whether they occur or are likely to occur with FFI's current sites.
e. Identify and prioritise sites (KBA, PA, etc.) where a combined approach to tree and primate conservation is required and will add value
f. Meet with relevant programme and project managers in FFI's Vietnam programme to discuss potential project development.

3. Gain experience in fundraising and communications (10%)

a. Using criteria developed by GTC and FFI undertake research on foundations that have an interest in funding plant and primate conservation in Vietnam. This includes compiling a list of likely foundations, contact details and names of key contacts – especially those with an interest in plant conservation.
b. If appropriate, assist members of FFI's Vietnam Programme and the GTC team with proposal writing for tree conservation projects.
c. Support creation of media content (focussing primarily on trees) and translate social media posts for Facebook, Twitter and other popular social media channels.

4. Gain knowledge about CLP and other capacity building mechanisms (5%)

a. CLP Management

i. Introductory meeting with CLP Executive Manager, Mgt team staff from CLP partner, and intern Co-Supervisor.
ii. Desk research about CLP website, strategy, annual reports, newsletters.
iii. Desk research on other capacity building mechanisms.

b. CLP alumni

i. Desk research on CLP alumni and their activities/projects in-country

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ii. Structured skype interview or face-to-face meetings with CLP alumni (selection to be determined with CLP Mgt. team).
iii. Network mapping of CLP alumni – identifying existing relationships between alumni and within their networks

5. Integration of CLP into national/ regional offices (10%)

a. Gain an understanding of partner-specific capacity needs.
b. Raise awareness about CLP at local offices – demonstrating value of the CLP to partners and opportunities to get involved.
c. Organise CLP alumni presentations at partner offices.
d. Align CLP projects with partner projects – matching CLP projects (past and present) with partners.
e. Share key results of CLP-funded projects with partner staff.
f. Identify mentoring opportunities between partner staff and CLP alumni.
g. Identify voluntary or paid opportunities for CLP alumni.

6. Develop and maintain national CLP alumni network (10%)

a. Identify local level opportunities for CLP alumni e.g. grants, training, meetings
b. Translate opportunities posted on RootsUp and alumni update email for local alumni.
c. Identifying local CLP Ambassadors for support in developing CLP proposals.

7. Programme Support

a. Like for all staff members of the Vietnam Programme, the volunteer will be expected to participate in monthly and ad hoc technical meetings, support the planning and implementation of field work activities (including time spent in the forest) and provide reasonable and appropriate support to the programme, in general, as requested by his/her line manager or Country Director.

PERSON SPECIFICATION

	Essential	**Desirable**
Skills	• Proficiency in written and spoken English • Excellent organisational skills • Excellent interpersonal and communication skills • Proficiency in MS Excel and MS Word	• Ability to carry out data analysis • Proficiency in GIS
Knowledge and experience	• Undergraduate degree related to biology, botany, conservation science, forestry or natural resource management • Experience with conducting literature reviews	• Work experience with field conservation or research projects in Vietnam • Knowledge and/or experience in botanical conservation or research in Vietnam

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Behavioural qualities	• Commitment to biodiversity conservation • Capacity to work independently, to be flexible and responsive to the needs of organization and to meet deadlines	• Interest in plant conservation

HOW TO APPLY

Interested candidates are invited to send a letter and CV to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than 18th August, 2017. Only shortlisted candidates will be contacted for interviewing.

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