***Fauna & Flora International (FFI)***

*FFI’s mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science, and which take into account 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.*

*The FFI Programme in Vietnam**is implementing projects to conserve Western black-crested gibbons at Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province and Muong La Nature Reserve of Son La province, Tonkin snub-nosed monkeys at Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province, Cao Vit gibbons at Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Cat Ba langurs at Cat Ba National Park of Hai Phong City, Delacour langurs at Kim Bang forest of Ha Nam province, Northern white-cheeked gibbons at Pu Mat National Park of Nghe An province, and Grey shanked douc at Kon Plong forest of Kon Tum province.*

**Fauna & Flora International - Vietnam Programme**

is recruiting a

**Biodiversity Coordinator**

**TERMS AND CONDITIONS**

**Start Date:** As soon as possible

**Duration:** One year (with possibility of extension based on performance and available funds)

**Location:** Hanoi with frequent travel to project sites

**Hours of Work:** 40 hours per week

**Salary:** Package (inclusive) US$700 – US$850 gross/month dependant on skills and experience

**Reporting to:** Technical Advisor - Biodiversity

**Line Manager of:** N/A

**Key Internal**

**Relationships:** Country Programme Manager

Finance Manager

Project Managers

Programme Officers and Support Staff

Community Conservation Teams

**Working with:** The Biodiversity Coordinator will routinely liaise with project’s partners at site level, including local government agencies, local communities and community-based organisations, and staff and consultants from the FFI Vietnam Programme, representing the values and interests of FFI at all times.

**PURPOSE**

The purpose of this Biodiversity Coordinator position is to conduct biodiversity research and wildlife monitoring for improving forest / protected area management and conservation planning at FFI’s project sites in Vietnam.

**THE ROLE**

The Biodiversity Coordinator will be an early or mid-career, but experienced conservationist, conservation biologist, primatologist, or similar. S/He will be a knowledgeable professional, with experience in design and implementation of wildlife surveys and/or biodiversity monitoring. S/He will be responsible for conducting wildlife surveys and biodiversity research at all FFI conservation sites, under the technical management of the Programme Technical Advisor. It is anticipated that the Biodiversity Coordinator will spend around 50% - 60% of his/her time in the field / at project sites.

The overall objective of this position is support the FFI Vietnam Programme to undertake effective, science-based conservation. The role focusses on field surveys and research for the conservation of CR/EN and/or endemic gibbons and monkeys, and/or other species of high conservation value.

**MAIN DUTIES**

Under the supervision of the Technical Advisor - Biodiversity, and where appropriate the Country Programme Manager, support and conduct field activities including the following:

* Conduct camera trapping, which includes setting camera traps, collecting, analysing data and reporting results;
* Conduct wildlife surveys and biodiversity research (field work);
* Develop, input and manage biodiversity databases for project sites;
* Develop and implement biodiversity monitoring activity for project sites;
* Train Biodiversity Monitoring Teams and Forest Protection Department (FPD) rangers/ local government partners in effective data recording and management;
* Implement field activities including logistical preparation and data collection for workshops, meetings, research and field trips.

**Other Duties**

* Undertake tasks in support of the FFI Programme in Vietnam that may reasonably be requested by Senior Management Staff and with approval of the Technical Adviser -Biodiversity;
* 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 Programme in Vietnam;
* Programme Support: As for all staff members of the Vietnam Programme, the Biodiversity Coordinator 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, Country Programme Manager or Country Director;
* Translate documents between English and Vietnamese;
* Support development of concepts for biodiversity conservation projects;
* Other duties as reasonably required as a Biodiversity Coordinator.

**Required outputs:**

* Monthly work plans and summary reports on implementation;
* Mission Terms of Reference(s) (MTOR) before and Back to the Office Report(s) (BTOR) after field trips/visits;
* Technical / activity reports of field surveys and research to Technical Advisor – Biodiversity in accordance with reporting cycle.
* Delivery of activities in accordance with agreed monthly work plans;

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Skills** | * Ability to communicate technical information effectively to project counterparts;
* Ability to work independently, setting targets and managing time;
* Ability to conduct and lead on wildlife surveys and research;
* Good verbal communication skills;
* Strong report writing skills;
* Strong presentation skills;
* Strong administration skills;
* Good spoken and written English;
 | * Good understanding of primates and experience of behaviour and ecological study/research of primates is an advantage;
* Good skills of GIS and experience of mapping is an advantage;
* Experience of remote sensing is an advantage.
* Experience in camera trapping is an advantage.
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| **Knowledge and experience** | * University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields;
* Knowledge on wildlife, ecology and animal behaviours, and/or;
* Knowledge on wildlife monitoring and management/conservation, and/or;
* Knowledge on wildlife research methods and research design;
 | * A higher degree in a relevant discipline is an advantage
* Experience of primate conservation is an advantage.
* Experience in wildlife survey is an advantage;
* Knowledge of community-based conservation and forest management skills is an advantage;
* Experience working with INGOs is an advantage.
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| **Behavioural qualities and traits** | * Passionate about biodiversity conservation and forest protection;
* Ability to work well in a team, with the ability to build positive personal and organisational relationships;
* Self-motivated, with ability to demonstrate initiative.
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| **Other** | * Commitment to FFI’s mission;
* Committed to protect wildlife and the natural environment;
* Able to comfortably work in remoted and mountainous areas, with the ability to effectively engage with ethnic minority and other local communities for conservation outcomes.
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**HOW TO APPLY**

* Interested candidates are invited to send a cover letter and CV in English to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than**7th May 2019**. Only shortlisted candidates are contacted for interviewing.
* For more information please visit [www.fauna-flora.org](http://www.fauna-flora.org)