***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

**SMART & Community Conservation Team 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 (approx. 50% in the field)

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

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

**Reporting to:** Country Programme Manager

**Line Manager of:** N/A (indirectly line-managing all Community Conservation Teams)

**Key Internal**

**Relationships:** Country Programme Manager

Finance Manager

Project Managers

Programme Officers and Support Staff

Community Conservation Teams (CCT)

**Working with:** The SMART/CCT Coordinator will routinely liaise with project’s partners at site level, primarily the CCT(s), but also 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 **SMART/CCT Coordinator** position is twofold: (1) To coordinate, motivate and monitor FFI’s Community Conservation Teams (CCTs), at seven sites (in Yen Bai, Son La, Ha Giang, Cao Bang, Ha Nam, Nghe An/Pu Mat National Park, and later possible in Kon Tum), to ensure their performance and maintain quality control, of patrolling and data collection; and (2) To ensure that monthly patrol / Spatial Monitoring (SMART) & species monitoring data is collected and received (by FFI and FPD), and then lead on the analysis, reporting and storage of that data, within a database(s).

**THE ROLE**

The SMART/CCT Coordinator will be an early or mid-career, but experienced conservationist, conservation biologist, outreach or development officer, or similar. S/He will be a knowledgeable professional, with experience in design and implementation of protected area law enforcement and/or biodiversity (or similar) monitoring protocols. S/He will be responsible for overseeing FFI’s Spatial Monitoring & Report Tool (SMART) implementation at seven sites in Vietnam, the coordination of the CCT and FPD rangers, who are using SMART, and provide support wildlife surveys & monitoring at all FFI project sites. We anticipate that the SMART/CCT Coordinator will spend around 50% - 60% of their time in the field (project sites).

The overall objective of this position is support the FFI Vietnam Programme to undertake effective forest/protected area patrolling and data collection, and use that data to support improved conservation planning and action. The role focusses on sites with, and 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 Country Programme Manager, but working closely with the biodiversity/technical team, and where appropriate the Country Director, support and/or lead on the following activities:

* Coordinate the activities of the CCTs, across all sites, including monthly ‘patrol’ planning meetings and regular communication with the FPDs (who directly manage CCTs);
* Provide oversight and quality control on CCT performance (patrol days, routes, etc.) which will include regular sites visits/evaluations, and accompanying CCT in the forest:
* Maintain and iterate FFI’s SMART protocol, which will include updating the software and data model, in liaison with the SMART Partnership and FFI staff based in other countries;
* Input ‘patrol’ data and manage the SMART and biodiversity database/s for project sites, and produce monthly SMART/biodiversity reports for all sites;
* Work with PA managers and other key stakeholders within FPD to ensure that monthly SMART reports are being used to support adaptive PA/patrol planning etc.;
* Working with the finance team & project managers ensure that CCTs are paid, monthly, based on their performed (as measured by SMART and accompanying GPS data);
* Support implementation biodiversity monitoring activity for project sites, including data collection by CCT and others;
* Train the CCT, Primate Monitoring Teams and Forest Protection Department (FPD) rangers/ local government partners in effective data recording and management (SMART);
* Implement field activities including logistical preparation and data collection for workshops, meetings, research and field trips.

**Other Duties**

* Assist with camera trapping, which includes setting camera traps, collecting, analysing data and reporting results;
* Assist with wildlife surveys and biodiversity research (field work);
* 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 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 if/where appropriate;
* Support development of concepts for biodiversity conservation projects and monitoring;
* Other duties as reasonably required as a Biodiversity Coordinator.

**Required outputs:**

* Monthly work plans and summary reports on implementation;
* Monthly SMART / wildlife reports and associated maps (produced within SMART);
* Monthly CCT / ranger planning meetings (minutes);
* Monthly CCT / ranger performance data (for payment);
* 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 the Country Programme Manager 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 protected area / forest patrols and monitoring; * Good GPS and related ‘forest’ skills like navigation and field craft; * 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. |
| **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 conservation or related fields; * Knowledge on wildlife, biodiversity or similar monitoring; * Knowledge of forest law enforcement or other kinds of patrolling, or similar forms of compliance; * Basic knowledge (at least) of Vietnam’s protected areas and FPD rangers, including forest protection activities; * Basic knowledge of databases. | * 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; * Knowledge on wildlife research methods and research design; |
| **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. |  |
| **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. |  |

**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](mailto:viet.hong.le@fauna-flora.org) no later than**13th May 2019**. Only shortlisted candidates are contacted for interviewing.
* For more information please visit [www.fauna-flora.org](http://www.fauna-flora.org)