

## **Terms of Reference**

*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.*

*FFI has been working in Vietnam since 1998 with its focus on conserving Vietnam's most threatened primate species and karst landscapes. Its on-going projects are to conserve Western black-crested gibbons (*Nomascus concolor*) in Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province and Muong La Nature Reserve of Son La province, Cao Vit gibbons (*Nomascus nasutus*) in Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Cat Ba langurs (*Trachypithecus poliocephalus*) in Cat Ba National Park of Hai Phong City, Delacour langurs (*Trachypithecus delacouri*) in Kim Bang forest of Ha Nam province, Northern white-cheeked gibbons (*Nomascus leucogenys*) in Pu Mat National Park of Nghe An province, Grey shanked douc (*Pygathrix cinerea*) and Northern yellow-cheeked gibbon (*Nomascus annamensis*) in Kon Plong forest of Kon Tum province, and Tonkin Snub-nosed monkey (*Rhinopithecus avunculus*) in Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province.*

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

is recruiting a

### **Biodiversity Assistant**

To assist the technical team of biodiversity conservation with the following terms and conditions:

#### **TERMS AND CONDITIONS**

<b>Job type:</b>	Full-time
<b>Job title:</b>	Biodiversity Assistant
<b>Starting date:</b>	As soon as possible
<b>Duration:</b>	One year with potential to extend subject to business need and funding availability
<b>Location:</b>	Hanoi based, with regular travel to project sites
<b>Hours of Work:</b>	40 hours per week
<b>Salary:</b>	Gross US\$320 – US\$400 per month dependant on skills and experience
<b>Reporting to:</b>	Team Leader - Biodiversity
<b>Line Manager of:</b>	N/A

**Key Internal Relationships:**

FFI Vietnam Country Programme Manager  
Project Managers  
Finance Manager  
Technical Advisors  
SMART/CCT Coordinator  
Project Coordinators  
Community Conservation Teams (CCT)  
Gibbon Monitoring Team (GMT)

**Working with:**

The Biodiversity Assistant will routinely liaise with Team Leader - Biodiversity, Technical Advisor - Biodiversity, and other staff from the FFI Vietnam Programme, representing the values and interests of FFI at all times.

**PURPOSE**

The purpose of the Biodiversity Assistant position is to assist and conduct, to the highest possible standards, conservation projects' field work which focuses on biodiversity survey/research, baseline surveys, biological monitoring, capacity building for CCTs and GMTs, and when required support awareness raising activities on biodiversity conservation.

**THE ROLE**

The Biodiversity Assistant will be an early-career conservationist with ability in assisting and implementing conservation projects' activities. S/He will be responsible for assisting and implementing project activities which concern the direct protection and/or study of wildlife, and primates in particular. It is anticipated that the Biodiversity Assistant will base in Hanoi with regular travel to project sites (minimum 60%).

**MAIN DUTIES**

Under the supervision of the Team Leader - Biodiversity, and where appropriate the Technical Advisor – Biodiversity, the Biodiversity Assistant will be responsible to assist and implement field activities including the following:

- Work close with and under guidance and supervision of the Team Leader - Biodiversity to prepare monthly work-plan and report;
- Assist Team Leader - Biodiversity prepare for field trips, including contacting local partners, drafting letters, preparing advance request, Mission Terms of Reference (MToR), and Back to the Office Report (BTOR);
- Assist Team Leader - Biodiversity conduct field research/surveys, including:
  - Participate in camera trapping, which includes setting camera traps, collecting, analysing data and reporting results;
  - Participate in wildlife surveys;
  - Support input and manage biodiversity databases for project sites;
  - Support implementation of biodiversity/species monitoring activity for project sites;
  - Support building capacity for CCT members and GMT members.
- Support field visits undertaken by visitors, project staff, consultants and project partners;

**OTHER DUTIES**

- Ensure project's equipment and properties such as computer, motorbike, GPS, SMART phones, camera, binocular (field equipment) in good working condition and proper operation before conducting field surveys;
- Conduct administrative and financial duties related to field activities to make sure that all procedures are followed by FFI's regulations;

- Ensure that 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.
- Undertake tasks in support of the FFI Vietnam Programme that may reasonably be requested by Senior Management Staff and with approval of the Biodiversity Team Manager;
- Participate in capacity building activities/programme within and outside the organization if assigned;

### REQUIRED OUTPUTS

- Monthly reports and work plans;
- Mission terms of reference and back to office reports for field visits;
- Delivery of activities in accordance with agreed project work plans;
- Technical project activity reports to line manager in accordance with reporting cycle.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently, setting targets and managing time;</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of primates and experience of behaviour and ecological study/research of primates;</li> <li>• Good skills of GIS and experience of mapping is an advantage;</li> <li>• Experience of remote sensing is an advantage;</li> <li>• Experience in camera trapping is an advantage;</li> <li>• Communication and presentation skills;</li> <li>• Reporting skills;</li> <li>• Good spoken and written English is an advantage.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• University degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic understanding of primate conservation is an advantage.</li> <li>• Basic experience in wildlife survey is an advantage;</li> <li>• Knowledge of community-based conservation and forest management skills is an advantage.</li> </ul>
<b>Behavioural qualities and traits</b>	<ul style="list-style-type: none"> <li>• Passionate about biodiversity conservation and forest protection;</li> <li>• Interested in wildlife, ecology and animal behaviours; wildlife</li> </ul>	

	<p>monitoring and management/conservation;</p> <ul style="list-style-type: none"> <li>• Love to work in team, with the ability to build positive personal and organisational relationships;</li> <li>• Self-motivated, with ability to demonstrate initiative.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission;</li> <li>• Commitment to protect wildlife and natural environment;</li> <li>• Commitment to work in remoted and mountainous areas, with ability to work with ethnic minority and local communities.</li> </ul>	

### HOW TO APPLY

Interested candidates are invited to send a 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 **8<sup>th</sup> February 2021**. Only shortlisted candidates will be contacted for interviewing.

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