

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

Team Leader - Biodiversity

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

TERMS AND CONDITIONS

Job type:	Full-time
Job title:	Team Leader - Biodiversity
Starting date:	As soon as possible
Duration:	One year with potential to extend subject to business need and funding availability
Location:	FFI Office in Hanoi, with frequent travel to project sites
Hours of Work:	40 hours per week
Salary:	From US\$800 to US\$1,200 gross per month dependant on skills and experience
Reporting to:	Country Programme Manager
Line Manager of:	The incumbent will supervise Biodiversity Assistant(s), Biodiversity Officer(s) and Biodiversity Volunteer(s) of the Vietnam Programme, under the direction and supervision of the Country Programme Manager and Country Director.

Key Internal Relationships:

Country Director
Project Managers
Finance Manager
Technical Advisors
SMART/CCT Coordinator

Working with:

The Team Leader - Biodiversity will routinely liaise with local government agencies, local communities and community-based organisations, staff from the FFI Vietnam Programme, and partner NGOs, representing the values and interests of FFI at all times.

PURPOSE

The purpose of the Team Leader - Biodiversity position is to provide the technical inputs, to the highest possible standards, to our primates and biodiversity conservation projects, which focus on, scientific research, baseline surveys, biological monitoring and crime prevention (protection).

THE ROLE

The Team Leader - Biodiversity will be a conservation biologist, primatologist, or similar. S/He will be a mid-career, highly knowledgeable professional, with experience in designing and leading wildlife surveys, research and biological monitoring.

MAIN DUTIES

Under the supervision of the Country Programme Manager and where appropriate the Country Director, the Team Leader - Biodiversity will be responsible for the following main duties:

Technical

- Work with Biodiversity Technical Advisor to design methods/approach for any biodiversity surveys, census, research and monitoring;
- Work with Biodiversity Technical Advisor to develop biodiversity monitoring routes, protocols, datasheets/table-based systems, and manage databases;
- Provide training for Community Conservation Team (CCT) members and / or Biodiversity Monitoring Team members and / or Gibbon Monitoring Team members on biodiversity/species monitoring to improve data collection and, analysis and management of data;
- Lead on field work of surveys, including primate surveys/censuses, biodiversity surveys, habitat assessments/research, species ecology research;
- Work with the Forest Protection Department (FPD) staff and / or technical staff of protected areas/national parks to provide summary reports on biodiversity/species monitoring, including recommendations to improve quality of monitoring and support law enforcement;
- Author technical reports (based on the above), and scientific papers (where possible).

Operational

- Maintain good working relations with FFI's governmental partners at all levels including provincial, district, commune and community partners and other NGOs/INGOs working at project sites;
- Work with FFI project staff and local partners to identify data / research and conservation needs, set priorities, and then plan and implement field activities;
- Support project managers to understand and meet targets, in terms of project research (data needs) and monitoring, and its use for supporting improved forest protection, biodiversity conservation and protected area/forest management;

- Provide Mission Term of References (MTOR) before and Back to the Office Reports (BTOR) after every field trip.
- Provide regular reports on biodiversity monitoring activities;
- Provide logistical, technical and capacity building support to project partners, as appropriate;
- Work with partners and through coordination of consultants, ensure activities are well implemented and in accordance with high environmental and conservation standards;
- Support field visits and field work by visitors (e.g. FFI UK staff or donors), advisors and consultants.
- Provide additional support to the project activities where required to ensure implementation continues to meet conservation goals at all project sites, in particular the following:
 - Help translate documents between English and Vietnamese when requested by line manager;
 - Provide logistical support for specific activities in Hanoi when requested by line manager;

Financial Management

- Develop activity budgets, in close coordination with Project Managers (budget holders);
- Make fund requests, manage project funds for field operations and report on expenditures.

Programme Development

- Drawing from field experience and data (which the Team Leader will manage), support the development of new concepts and funding proposals, to fund programme activities.

Programme Representation

- Represent the wildlife and biodiversity elements of FFI's programme with local counterparts, communities and other stakeholders.

Communications

- Bring to the attention of the Country Director and personnel working on communications any news-worthy items arising from within the country programme and lead on ensuring that FFI Vietnam Programme's social media pages are updates;
- Share all photos and videos taken during surveys with relevant FFI staff, for use in communications materials, presentations, etc. Photos will be credited as per the contract (i.e. © 'name' / FFI).

Other Duties

- Other duties as reasonably required as a Team Leader - Biodiversity.

REQUIRED OUTPUTS

- Annual work-plan with quarterly updates of work-plan and progress reports;
- Mission Terms of Reference and Back to Office Reports for every field trip;
- Field Activity Reports, as required;
- Delivery of activities in accordance with agreed project objectives, budget and work plans, and with the production of associated reports or documentation;
- Technical / project activity reports;
- Regular and ad hoc updates to senior staff and communication personnel on project actions, news, discoveries, challenges and success stories;
- Photos taken at project sites (wildlife, project implementation actions, staff and partners at work).

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to work independently, setting targets and managing time; • Competent and skilled field worker in forest areas • Good skills of GIS (QGIS or ArcGIS) and experience of mapping; • Skills of using field equipment including GPS, camera; • Communication and presentation skills; • Reporting skills; • Very good spoken and written English and Vietnamese. 	<ul style="list-style-type: none"> • Good understanding of primates and experience of ecological study/research of primates; • Experience of leading/participating in gibbon surveys • Experience of coding in R/Python to manage data and run analyses • Experience of remote sensing is an advantage; • Experience in camera trapping is an advantage;
Knowledge and experience	<ul style="list-style-type: none"> • Master's degree in one of the following fields: Forestry, Natural Resources Management, Nature Conservation, Biology or related fields. • Knowledge of primate surveys/research; • Experience of biodiversity monitoring 	<ul style="list-style-type: none"> • Knowledge of primate wildlife conservation; • Experience in wildlife survey; • Knowledge of community-based conservation and forest management skills is an advantage.
Behavioural qualities and traits	<ul style="list-style-type: none"> • Passionate about biodiversity conservation and forest protection; • Very motivated to travel to, and work in, remote forest areas with local people for long periods of time • Interested in wildlife, ecology and animal behaviours; wildlife monitoring and management/conservation; • Very open to learning new methods/techniques and ability also to self-teach • Love to work in team, with the ability to build positive personal and organisational relationships; • Self-motivated, with ability to demonstrate initiative. 	

Other	<ul style="list-style-type: none">• Commitment to FFI's mission;• Commitment to protect wildlife and natural environment;• Commitment to work in remoted and mountainous areas, with ability to work with ethnic minority and local communities.	
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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 **8th February 2021**. Only shortlisted candidates will be contacted for interviewing.

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