



Technical Adviser, FFI Vietnam Country Programme

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Vietnam Programme

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 (Tung Vai forest) of Ha Giang, Trung Khanh Species & Habitat Conservation Area of Cao Bang, Kim Bang forest 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.

The Opportunity

FFI is seeking an experienced technical adviser to support the conservation activities undertaken by our Vietnam Country Programme. You will have with a strong biological or ecological background and a proven track record in providing technical input to the design, development, implementation, evaluation and reporting of conservation projects, including the development of funding applications.

The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally, and externally with partner organisations and relevant stakeholders, including donors and funders. You will be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates, as well as a commitment to organisational, donor and legal compliance. You will have an advanced degree or equivalent level qualification in a relevant discipline and/or substantial experience in a related role. Experience working in the South-East Asia region is desirable.

Terms and Conditions

Start Date:	As soon as possible
Contract Type:	One-year fixed-term contract
Probation Period:	Six months
Gross Salary:	circa USD 30,000
Benefits:	For international appointments, FFI expatriate benefits will apply <ul style="list-style-type: none">➤ 25 working days annual leave entitlement➤ Medical insurance➤ Annual return flight home➤ Relocation flight on commencement of employment (if applicable)➤ Repatriation flight on termination of employment (if applicable)➤ Accommodation allowance
Location:	The position will be based in Hanoi, with travel to project sites in the field and elsewhere internationally as required
Hours of Work:	This is a full-time position, working Monday to Friday for 8 hours per day from 8.30am to 5.30pm, with a one hour lunch break NB: This is an unaccompanied position

Job Description

Job Title:	Technical Adviser, FFI Vietnam Country Programme
Reporting to:	Country Director, FFI Vietnam Country Programme (line manager). In addition, the Technical Adviser will provide weekly operational updates to the Country Programme Manager
Line Manager of:	N/A
Key Internal Relationships:	Country Programme Manager, FFI Vietnam Programme Vietnam Finance Manager and Finance Team Projects Managers Technical and Communications staff
Working with:	Project teams; routinely liaise with local government agencies, local communities and community-based organisations, and partner NGOs, representing the values and interests of FFI at all times.

Purpose: Provide technical and operational support to biodiversity conservation projects, across the FFI Vietnam Country Programme (all sites). Tasks include technical input for the 'Primate Programme', primarily, as well as support to the 'Protected Areas Programme', and other areas of the Vietnam Country Programme, as required and in line with FFI's mission, vision and strategic aims. A particular focus of this position will be supporting report writing and funding proposal development.

This position will be working in close collaboration with FFI staff and will provide mentoring and build capacity to support the on-going work of the projects. The successful candidate will have a proven track record in primate (or similar) conservation interventions, experience of project management or coordination, with strong written and verbal communication and interpersonal skills. Experience of fund raising and/or project development, including Theory of Change or logistical frameworks (or similar) is also required.

Specific Duties: Under the line-management of the Country Director, and working with project teams, the Technical Adviser will have the following responsibilities:

Technical Input

- Support project staff to understand and apply problem solving logic, ecological and conservation biology principles and scientific rigour, to their daily work tasks and outputs
- Provide technical / advisory input on species conservation across the FFI Vietnam Country Programme (all sites), and in all cases further our efforts to conserve biodiversity (especially, but not limited to, threatened primates), including exploring conservation priorities, project design, development opportunities, implementation and ongoing monitoring
- Provide high level technical advice, as required, on biodiversity surveys, feeding ecology studies, Population Viability Assessments and other research
- Support protected area law enforcement actions, including technical inputs to the design and implementation of community-based patrols and monitoring tasks
- Provide conservation-orientated technical input to the design and implementation of community-based initiatives
- Input to the design of community development/livelihood activities and community education / outreach plans and communication materials (e.g. review of content/fact checking)

Programme Development & Reporting

- Input to project concepts and funding proposals, in line with approved strategic plans and FFI's project cycle
- Help project teams to develop and nurture relationships with prospective and existing counterparts, other NGOs, funders and donors, and hosting donor visits as required
- Lead on or support the development of high quality donor reports

Operational Support

- Attend staff / technical meetings on a regular basis to advise the Country Director / Country Programme Manager on challenges, solutions and opportunities relating to project design and implementation
- Support and build capacity of project team members to meet project aims, objectives and timelines, and help ensure that projects are implemented in line with work plans and within budget

Partnership Development

- Proactively identify, and where asked, help to develop and nurture relationships and partnerships with third parties, including local government agencies, local communities and community-based organisations, partner NGOs etc.

Programme Representation

- Where asked, represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings

Communications

- Bring to the attention of the Country Director any news-worthy items arising within the country programme
- Provide editorial review and input to the creation of awareness / PR materials and communication outputs (website text, blogs, social media posts, etc.) to the communication staff (UK and VN)

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Fluent English language skills (spoken and written)• Excellent conservation biology / ecology skills• Ability to lead in the design of biodiversity survey methodologies• Strong skills in ecological monitoring and/or research protocol design, including data collection, analysis, storage and usage• Strong verbal communication, networking and interpersonal skills, with ability to present, negotiate and persuade at all levels with confidence and credibility• Strong written communication skills, including report and proposal writing• Strong prioritisation and time management skills• Strong Microsoft Office skills	<ul style="list-style-type: none">• Vietnamese language skills• GIS skills, e.g. ArcGIS• Technical conservation skills related to protected area management planning, law enforcement and management of natural resources• Community consultation / outreach skills
Knowledge and experience	<ul style="list-style-type: none">• Proven experience in project design, development, implementation• Advanced degree or equivalent qualification in biodiversity conservation or relevant field	<ul style="list-style-type: none">• PhD• Experience leading in the design/implementation of conservation-orientated (i.e. results-based) sustainable livelihood interventions

	<ul style="list-style-type: none"> • Substantial professional experience working in ecology and/or biodiversity conservation • Experience leading conservation research / published author (e.g. in scientific journals) • Experience using Theory of Change, Log-Frames (or similar) • Experience in the design/ implementation of species (ideally primate) conservation activities • Proven track record of working successfully with government counterparts • Proven track record in project development and/or fundraising, with experience inputting to project proposals and nurturing and managing donor relationships • Experience in event planning / logistics and workshop facilitation • Experience managing and coordinating inputs from third party contractors 	<ul style="list-style-type: none"> • Experience leading in awareness raising and/or environmental education activities • Specific experience supporting protected area management, protection and monitoring • Experience leading projects/activities focused on primate conservation • Experience using FPIC or similar tools • Experience developing Terms of Reference for third party contractors • Knowledge of community empowerment in conservation • Experience in community development and/or poverty reduction activities related to protected area threat reduction • Experience in awareness raising and/or environmental education (EE) activities
<p>Behavioural qualities</p>	<ul style="list-style-type: none"> ▪ Commitment to FFI's mission and vision ▪ Commitment to organisational and legal compliance ▪ Commitment to responsible management of donor funds ▪ Rigorous and diligent approach to work ▪ Output and result focused ▪ Adopts proactive and pre-emptive approach to work ▪ Team player, demonstrating ability to seek out and harness the views and contributions of others ▪ Ability to build positive personal and organisational relationships ▪ Ability to work within a multi-cultural environment 	

How to Apply

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted electronically to Ms Le Hong Viet via email viet.hong.le@fauna-flora.org

Please mark your application '**Technical Adviser, FFI Vietnam Country Programme**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **14 April 2019**.

Candidates selected for interview will be contacted by email or telephone. Interviews will be held in Cambridge UK, in Hanoi, Vietnam or over Skype or telephone if necessary. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity