



Country Director, FFI Vietnam Programme, Asia-Pacific

“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, while 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 Vietnam, Indonesia, Cambodia 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

Vietnam supports a rich variety of wildlife and habitats, some of which is rare and found nowhere else in the world. Despite its relatively small size, Vietnam is the 16th most biodiverse nation on Earth. Vietnam's natural world includes some of the highest diversity of primates (apes and monkeys) in the world, with an incredible 25 species. Vietnam is also a global hotspot for plant, amphibian, reptile and bird richness and endemism.

The FFI Vietnam Programme, established in 1997, is at the forefront of conserving this unique and threatened wildlife and we have experienced some significant successes especially in the recovery of primate populations. Our programme includes a focus on: species conservation; strengthening the protected area network and improving management effectiveness; conservation and connectivity at the landscape scale; supporting the wellbeing of local communities and enabling community-based conservation approaches, placing local stakeholders at the forefront of forest management, protection and monitoring; addressing illegal and unsustainable wildlife trade, and we have recently launched a new marine programme.

The Opportunity

FFI is seeking a Country Director to promote, develop, oversee and provide day to day leadership to its Vietnam Programme and staff. As Country Director, you will be a highly experienced conservation professional, able to take responsibility for the operational management, implementation and development of FFI's conservation programme and team in Vietnam.

You will be experienced in leading a conservation or related thematic programme and will have a strong proven track record in operational, project, grant and financial management at a senior level in a similar international organisation level. You will be skilled in providing technical advice and

input to the design, development, implementation and monitoring and evaluation of projects.

Strong leadership and people management skills are essential to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships at senior level with partner organisations and relevant stakeholders, including donors and funders, and colleagues in Headquarters and across the world.

You will have a strong track record in fundraising, experience in institutional development and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in Vietnam, as well as a commitment to organisational and legal compliance.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Three year, fixed-term contract

Probation Period: Six months

Salary Range: USD 50,000 – USD 60,000 per annum

Location: FFI Vietnam Programme Office, Hanoi,
with regular travel across Vietnam

Benefits: For international appointments, FFI expatriate benefits apply:

- 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

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.

Job Description

Job Title: Country Director, FFI Vietnam Programme

Reporting to: Director of Operations, Asia-Pacific

Line Manager of: FFI Vietnam Programme Team members

Key Internal

Relationships: Senior Technical Adviser (Conservation Impact & Risk),
Regional Programme Development Director, Asia Pacific
Asia-Pacific Programme Team (Asia and UK)
Finance Teams (Asia and UK)
Finance Business Partner, Asia-Pacific (UK)
Operations Teams (Asia and UK)
Cross-cutting Teams
Development and Communications Teams

Working with: The Country Director will routinely liaise with national and local government agencies, communities and community-based organisations, partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of FFI at all times.

Purpose:

The Country Director, FFI Vietnam Programme will ensure the effective management and development of FFI's Programme in Vietnam, ensuring alignment with FFI's strategy and approach, proactively developing and managing relationships with partners, donors and collaborators to support delivery of a sustainable well-funded conservation programme. The Country Director will ensure the programme's sound technical, operational and financial management, including compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. Demonstrably committed to FFI's mission and vision and aligned with our values, the Country Director will also collaborate with other FFI Programmes and teams, to ensure a cohesive one-FFI approach.

Programme / Operational Management

- Provide strong and motivational line management to FFI Vietnam Programme staff through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Oversee the implementation of project delivery across the FFI Vietnam Programme, ensuring compliance with FFI operating standards, policies and procedures, and contracts and grant agreements
- Support project team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget

- In collaboration with the Monitoring and Evaluation team, develop and manage processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Ensure effective coordination and integration of input from cross-cutting, operations, technical and other relevant FFI teams
- In consultation with the Director of Operations, Asia-Pacific, ensure that the resource are in place to meet the business need, and deliver the programme on schedule and within budget
- With the support of regional and UK operations staff, ensure the effective administration of FFI's operations in Vietnam, including:
 - Ensuring systems, policies and procedures are in place that accord, to the extent possible, with institutional systems, policies and procedures
 - Ensuring compliance with FFI's systems, policies and procedures and FFI's Delegation of Authorities
 - Ensuring recording and maintenance of FFI assets
- Ensure compliance with institutional Health & Safety policies and procedures and required Risk Assessments to manage and minimise risk within the FFI Vietnam Programme procedures
- Ensure the Director of Operations, Asia-Pacific remains up-to-date on the status of operations and project delivery in Vietnam, bringing risks and issues that may affect operations and delivery swiftly to their attention
- Remain informed of security issues within the FFI Vietnam Programme and communicate issues of concern swiftly to the Director of Operations, Asia-Pacific, advising of potential impact on staff, operations, projects and finances
- In collaboration with the Director of Operations, Asia-Pacific, develop strategies to manage impacts caused by security issues

Legal Compliance

- Ensure the legal compliance of FFI's operations in Vietnam, supported by operations staff, including:
 - Acting as legal representative of FFI as required, assuming such powers and authorities as are vested in the position
 - Ensuring registrations, permits, letters of authority etc. necessary for the presence of FFI and the implementation of FFI operations in Vietnam are in place
 - Ensuring insurances necessary for the implementation of FFI operations in Vietnam are in place
 - Ensuring the submission of statutory in-country returns, accounts etc.
- With the support of the local HR function and the HR Department in the UK, ensure HR compliance with Vietnam legislation, including:
 - Ensuring contracts of employment and HR policies and procedures that accord, to the extent possible, with institutional HR practice and that comply with local labour laws are in place
 - Signing contracts in accordance with FFI's Delegation of Authorities
 - Ensuring tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
 - Ensuring necessary visas, work permits etc. are secured
- Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region

- In collaboration with the Director of Operations, Asia-Pacific and in accordance with FFI's Delegation of Authorities, oversee the recruitment of local staff and consultants
- Liaising with the regional team and HR Department in the UK, provide support as required to the recruitment of international staff and consultants

Financial Management

- With the support of the Finance and Administration Manager (Vietnam), the Finance Business Partner (UK), and the in-country finance team, ensure:
 - Accurate financial management of the FFI Vietnam Programme and its projects
 - Compliance with internal financial policies and procedures
 - Compliance with contracts and grant agreements, including co-financing and procurement requirements
 - Maintenance of financial records to meet in-country and wider institutional auditing requirements
- Working with the regional and finance teams, be responsible for the annual budgeting and periodic reforecasting process for the FFI Vietnam Programme
- Working with project managers and finance teams, ensure timely and accurate technical, operational and financial donor and institutional reporting

Programme Development

- In collaboration with the Director of Operations, Asia-Pacific and the Senior Technical Adviser (Conservation Impact & Risk), Asia-Pacific, ensure priorities for the development of the FFI Vietnam Programme are clearly identified and are in line with FFI strategy, including advising on opportunities and optimal use of funds
- Working with the Senior Technical Adviser (Conservation Impact & Risk), Asia-Pacific, the Technical Specialist Marine and Technical Specialist Terrestrial, Asia-Pacific, contribute to the co-design of Projects, ensuring appropriate engagement of the relevant cross-cutting and Vietnam team members and other specialists in the design process
- In collaboration with the Director of Operations, Asia-Pacific; Senior Technical Adviser (Conservation Impact & Risk), Asia-Pacific; Technical Specialist Marine and Technical Specialist Terrestrial, Asia-Pacific; project managers and other relevant specialists, work proactively to identify prospective funders and donors and input into the development of concepts and proposals to these, in line with the agreed process and FFI's project cycle
- Work with the Finance and Administration Manager (Vietnam) and Finance Business Partner (UK) and with relevant Vietnam team and FFI specialists to ensure accurate budgeting, staff and overhead charging and cost recovery in concepts and proposals for approved Projects
- Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within Vietnam
- Proactively develop and nurture relationships with prospective and existing funders and donors, in close cooperation with the Senior Technical Advisor (Conservation Impact and Risk), Asia-Pacific, ensuring open and regular communication and hosting donor visits as required

Programme Representation

- Represent FFI and the FFI Vietnam Programme, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media

- Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings
- Engage in relevant policy dialogues with a view to influencing positively policies that impact on biodiversity
- Ensure membership of relevant fora and associations to support and further the work of the FFI Vietnam Programme

Technical Input

- Provide technical advice and input on conservation issues and priorities, project design, development, implementation and monitoring
- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of FFI's Vietnam Programme and projects
- In collaboration with the regional and cross-cutting teams, conduct due diligence, build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements
- Ensure meaningful consultation with appropriate stakeholders in the development and implementation of the FFI Vietnam Programme
- Lead on the negotiation and development of programme/project Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the Director of Operations, Asia-Pacific and in accordance with FFI documentation and FFI's Delegation of Authorities

Communications

- Connect the FFI Vietnam Programme with FFI's wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Bring to the attention of the Communications Department any news worthy items arising within the country programme
- Ensure regular and effective communication and coordination within the regional team (including regular team meetings) and with Cambridge, UK
- Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

General

- Hold responsibility for ensuring the identification, minimisation and management of safeguarding issues and risks and the implementation of country-specific safeguarding priorities and good practice
- Work as an active member of the team, attend Asia-Pacific team meetings and participate in Asia-Pacific regional programme planning and monitoring, communicating frequently within the regional team to facilitate efficient management and collaboration

- Provide input, where appropriate, on other technical work undertaken by the Asia-Pacific programme
- With the agreement of the Operations Director, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its programmes

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent programme leadership skills • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence • Excellent project management skills with proven experience in project design, development, implementation and evaluation • Excellent financial management and numeracy skills, including budgeting and reforecasting • Strategic planning skills • Technical conservation skills • Strong verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility • Strong written communication skills, including report and proposal writing • Fluency in English (spoken and written) • Strong prioritisation and time management skills, with ability to work to multiple deadlines • Strong Microsoft Office skills, including Outlook and Excel 	<ul style="list-style-type: none"> • Fluency in Vietnamese and/or another language relevant to Vietnam
Knowledge and experience	<ul style="list-style-type: none"> • Substantial professional experience in conservation programme management in a similar international organisation • Proven record of ownership of, and accountability for, programme operations and delivery at similar level • Proven programme development and fundraising record, with experience nurturing and managing donor relationships • Proven grant management experience • Understanding and experience of the statutory and regulatory frameworks within which to operate 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualification in biodiversity conservation or related science/social science

	<ul style="list-style-type: none"> • Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities • Experience managing teams to deliver complex projects • Experience in institutional development and capacity building • Understanding of operational risk management 	
<p>Behavioural qualities</p>	<ul style="list-style-type: none"> • Commitment to FFI’s strategy and approach • Commitment to FFI’s values and these behavioural qualities • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Output-driven • Rigorous and diligent approach to work • Ability to work under pressure • Ability to lead the programme independently in a remote setting with logistical constraints • Ability to represent FFI in politically sensitive or unsettled contexts • 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 • Flexible and respectful of colleagues in approach to work 	

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to nazish.arshad@fauna-flora.org

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘**Country Director, FFI Vietnam Programme**’.

The closing date for applications is **Sunday, 13 February 2022**. Interviews will be held during the week commencing 14 February 2022 or week commencing 21 February 2022.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

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 Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity