



Country Programme Manager, 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 with and alongside 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 Hanoi, Jakarta, Phnom Penh and Yangon. We currently support around 70 projects in the region, involving a team of staff (c.300), consultants, volunteers and partner organisations, and have an annual regional budget of approximately USD 8 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 conservation of marine biodiversity.

The Opportunity

FFI is seeking a Country Programme Manager to provide day-to-day oversight of the operational and technical implementation of projects conducted by FFI in Vietnam, ensuring that deliverables are completed to standard and in a timely fashion. As Country Programme Manager, 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.

The position will provide direct line management of technical staff to ensure effective planning and implementation of projects.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two year, fixed-term contract
Probation Period:	Six months
Salary Range:	USD 37,000 – USD 40,000 per annum
Location:	FFI Vietnam Programme Office, Hanoi, with regular travel across Vietnam
Benefits:	For international appointments, FFI expatriate benefits 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
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 one hour lunch break.

Job Description

Job Title:	Country Programme Manager, Vietnam
Reporting to:	Country Director, FFI Vietnam Programme
Line Manager of:	Technical Staff Chief Biodiversity Officer(s)
Key Internal Relationships:	Senior Technical Specialist(s) Project Managers and Project Leads Vietnam Finance & Administration Manager Vietnam Finance Team Technical and Communications staff
Working with:	Project teams; cross-cutting teams; routinely liaise with local government agencies, local communities and community-based organisations, partner NGOs, and national and international academic partners, representing the values and interests of FFI at all times.

Purpose:

The Country Programme Manager, under the supervision of the Country Director, will provide day-to-day oversight of the operational and technical implementation of projects conducted by FFI in Vietnam. The position will provide direct line management of technical staff to ensure effective planning and implementation of projects, ensuring that deliverables are completed to standard and in a timely fashion.

Specific Duties: Under the line-management of the Country Director, and working closely with project teams and cross-cutting (UK) staff, the Country Programme Manager will have the following responsibilities:

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
- Work closely with Project Managers/Coordinators/Leads 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
- Ensure the effective monitoring and evaluation system for projects are in place to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Coordinate and integrate inputs from technical and cross-cutting teams effectively
- Work closely with Project Managers/Coordinators/Leads to ensure that projects are progressed and delivered and that financial and other reports are submitted in a timely manner and in line with donor requirements
- Lead on annual reporting to FFI

- Lead on sub-contracting procedures to third parties, including the development of Due Diligence Reports, Terms of Reference, and contracts in line with FFI's Delegation of Authorities

Programme Development & Reporting

- In collaboration with the Country Director, contribute to the strategic planning and development of the FFI Vietnam Country Programme in line with FFI's business plan and strategy, including advising on opportunities, priorities and optimal use of funds
- In collaboration with the Country Director, project managers and technical specialists, help develop and input as appropriate to project concepts and proposals, in line with approved strategic plans and FFI's project cycle
- Work with the Country Director, Vietnam Finance & Administration Manager and Finance Business Partner (in the UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
- Assist to proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required
- 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

- With the support of in-country, regional and UK operations staff, assist with the effective administration of FFI's operations in Vietnam, including:
 - Helping ensuring systems, policies and procedures are in place that accord, to the extent possible, with institutional systems, policies and procedures
 - Helping ensure compliance with FFI's systems, policies and procedures and FFI's Delegation of Authorities
- Supervise the implementation of project delivery across the FFI Vietnam Country Programme, ensure compliance with FFI operating standards, policies and procedures, and contracts and grant agreements
- Assist with compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI Vietnam Country Programme procedures
- Ensure the Country Director remains up-to-date on the status of operations and project delivery in Vietnam, bringing issues that may affect operations and delivery swiftly to his/her attention
- Remain informed of security issues within the FFI Vietnam Country Programme and communicate issues of concern swiftly to the Country Director, advising of potential impact on staff, operations, projects and finances
- In collaboration with the Country Director help develop strategies to manage impacts caused by security issues
- Ensure compliance with FFI and donor operating standards, policies and procedures, ensuring all purchases adhere to the procurement policy of the donor or of FFI wherever the strictest rules apply

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, and academic institutions, to maximise the effective delivery of FFI's Vietnam Country Programme and projects

- Ensure meaningful consultations with appropriate stakeholders in the development and implementation of projects of the FFI Vietnam Country Programme
- Ensure all Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs) between FFI and governmental partners are valid during timeframe of project cycle, in consultation with the Country Director and in accordance with FFI documentation and FFI's Delegation of Authorities

Programme Representation

- Where asked, represent FFI at key fora, including conferences, consultations, negotiations, meetings, workshops, briefings and in working groups, improving the visibility of FFI's work in Vietnam and elsewhere

Communications

- Help to connect the FFI Vietnam Country 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
- Assist with regular and effective communication and coordination within the regional team (including regular team meetings) and with Cambridge, UK
- As requested by the Country Director contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

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 	<ul style="list-style-type: none"> • Fluency in Vietnamese and/or another language relevant to Vietnam

	<ul style="list-style-type: none"> • Strong Microsoft Office skills, including Outlook and Excel 	
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 • 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 	<ul style="list-style-type: none"> • Advanced degree or equivalent qualification in biodiversity conservation or related science/social science
Behavioural qualities	<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 Ms Le Thi Hong Viet at viet.hong.le@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 Programme Manager, FFI Vietnam Programme**'.

The closing date for applications is **Sunday 29 January 2023**.

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 Ms Le Thi Hong Viet, Admin Officer, FFI, on Tel: +84 243 719 4183 or Email: viet.hong.le@fauna-flora.org

FFI values diversity and is committed to equality of opportunity