Job description: Project Officer (Vietnam and Laos)

Job title: Project Officer
Position duration: Annual contracts, full-time and extendable on basis of satisfactory performance
Start date: Preferably by November 1st, 2008
Location: Hanoi
Employer: BirdLife International
Reporting line: To the Regional Implementation Team (RIT) Manager
Purpose: Responsible for supporting the RIT Manager with all aspects of implementation in Vietnam and Laos

Background

BirdLife International is a global Partnership of conservation organisations that strives to conserve birds, their habitats and global biodiversity, working with people towards sustainability in the use of natural resources. The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of Conservation International, l’Agence Française de Développement, the Global Environment Facility, the Government of Japan, the MacArthur Foundation and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation.

BirdLife International in Indochina has been selected to act as the Regional Implementation Team (RIT) for CEPF in this region. BirdLife’s RIT will provide strategic leadership for the CEPF programme of funding in Indochina, representing CEPF and building a broad constituency of civil society groups working across institutional and political boundaries toward achieving shared conservation goals. The RIT will act as an extension service to assist civil society groups in designing, implementing, and replicating successful conservation activities. It will review all grant applications, manage external reviews with technical experts and advisory committees, award small grants and decide jointly with the CEPF Secretariat on all other applications. Further, the RIT will lead the monitoring and evaluation of individual projects using standard tools, site visits, and meetings with grantees. The RIT will be a small team actively engaging civil society to catalyse large conservation impacts, and provides an exciting opportunity for motivated people.

Duties and Responsibilities

The Project Officer will have the following specific responsibilities for Vietnam and Laos:

- Promote CEPF as a funding mechanism among all sections of civil society;
- Collate information on on-going and pipeline conservation investments by other donors;
- Provide hands-on training to local civil society organisations to assist them to design, manage, monitor and report on projects;
• Lead and coordinate processing and review of proposals;
• Lead communication with applicants/grantees;
• Review and evaluate grantees' programmatic reports;
• Conduct site visits to monitor progress of project implementation;
• Facilitate workshops, exchange visits and other mechanisms for exchanging experience among CEPF grantees;
• Contribute material for RIT communications and awareness activities;
• Translation of documents from Vietnamese into English, and vice versa;
• Other support to implementation as necessary.

Qualifications

The following attributes are essential:
• University degree in environmental conservation or related field;
• At least three years of relevant work experience;
• Oral and written fluency in Vietnamese and English;
• Computer literacy (especially in Word and Excel);
• Experience working with an international non-governmental organisation;
• Good communication skills and diplomacy;
• Attention to detail, and ability to work to high standards with tight deadlines;
• Flexibility, and ability to work independently or as a team;
• Willingness to travel frequently.

The following attribute is desirable:
• GIS experience.

The following attribute is not necessarily expected, but would be an asset:
• Oral and written competency in Lao.

Application

Applicants should submit a CV, cover letter, and contact details for at least three referees to John Pilgrim (pilgrim@birdlife.netnam.vn) as soon as possible, but no later than 24th October 2008.