TERMS OF REFERENCE

Position title:  Field Coordinator
Report to:  National Project Manager
Location:  Based in Kon Tum with frequent travel to project site in Kon Plong
Duration of Contract:  Two years
Probation:  Three months

Background

As part of efforts to support the country’s commitment to mitigate climate change, improved livelihoods and conserve forest and biodiversity, FFI is implementing EU funded programme entitled “Developing community carbon pools for Reduced Emissions from Deforestation and Forest Degradation, plus enhancing forest carbon stocks (REDD+) projects in selected ASEAN countries”.

In Vietnam, the Community Carbon Pool Project is located in Kon Plong District, Kon Tum Province.

Main Duties

Under the supervision of National Project Manager, Field coordinator will:

Technical advice

1) Lead the coordination of Free, Prior and Informed Consent (FPIC) and information dissemination concerning the project and the activities involved.

2) Lead the development of Land Use Planning/Forestland Allocation and Community Forest Management.

3) Support the development of linkages and cooperation with various stakeholders in the project area including project partners.

4) Assist in identifying and securing logistical requirements of project staff or personnel in the project site or during field activities.

5) Report on technical aspects of the project and provide the required technical assistance.

6) Provide technical advice and assistance in the organization of project events.

7) Provide advice in strategic planning for project coordination and implementation so as to achieve the project objectives, including the proper planning of workflow and efficient utilization of project resources.

8) Actively liaise with project personnel, including consultants/experts, on matters pertaining to the implementation of the project interventions.

9) Support the works of consultants and sub-contractors and sub-grantees, and provide technical input where appropriate.
10) Facilitate the building of good relationships with relevant stakeholders, carry out research, advocacy and lobby as necessary, this include NGOs, research institutions, local and central government agencies, and donors/international development agencies.

Others

1) Supervise the project staff and ensure good team relations, implement regular planning and operational meetings (annual and three monthly at least) with the aim to implement the objectives of the project and build cohesion.

2) Supervise community participants and ensure good team relations, attend regular planning and operational meetings (annual and three monthly at least) with the aim to implement the objectives of the project and build cohesion.

3) Build and maintain good relationships with local partners in the implementation of project activities.

4) Other tasks that may be asked by supervisors.

Requirements

1) Hold a degree of Bachelor or equivalent training or experience in Forestry, Natural Resources Management or a related discipline. Postgraduate degree (master) preferred.

2) At least 05 years working experiences in Community Forest management, Forest Inventory in particular Kon Tum area.

3) Broad knowledge and skills on project activity coordination.

4) Excellent writing and communication skills in Vietnamese and English.

Application Process

Applications, consisting of a covering letter, a full CV in English or Vietnamese and contact details for two referees (who will not be approached without your permission), should be submitted to National Project Manager either electronically at liem.thanh.dang@fauna-flora.org or by post to: FFI Vietnam Programme Office at: 340 Nghi Tam, Tay Ho, Ha Noi; Tel: 04.37194117.

The closing date for applications is 03 February 2012. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter.

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 one week of the closing date, please assume that you have not been successful on this occasion.