

## **JOB DESCRIPTION**

Position title: Field Coordinator for Cuc Phuong and Vu Quang National Park  
Reports to: Protected Areas and Law Enforcement Manager (SA 2/3 Manager), USAID Biodiversity Conservation  
Supervise: N/A  
Duration: October 2021 – March 2025  
Location: Hanoi, or in Vu Quang National Park (Ha Tinh) or Cuc Phuong National Park (Ninh Binh)

### **I. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The “USAID Biodiversity Conservation” is a 5-year project starting from July 2020 to March 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife population in high conservation value provinces (Ha Tinh, Lam Dong, Ninh Binh, Quang Binh, Quang Nam, Quang Tri, and Thua Thien Hue). The project targets fifteen special use forests and six protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

The USAID Biodiversity Conservation project has four strategic approaches (SA):

- SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
- SA2: Strengthen Management of Special-use and Protection Forests
- SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
- SA4: Reduce Local Demand Through Behavior Change Methodologies

In support of project implementation in the field, the project will recruit a Field Coordinator for Cuc Phuong National Park (CPNP) and Vu Quang National Park (VQNP).

### **II. Major Functions**

The Field Coordinator for CPNP and VQNP is mainly responsible for coordinating, implementing, monitoring, and analyzing activities of SA2/3 in the geographic area he/she is assigned to. The major functions of the position relate to the activity areas of the two strategic approaches:

Strategic Approach 2 (SA2): Strengthen management of special use and protection forests in project provinces. Project activities include, but are not limited to:

- Strengthening the institutional framework of Special Use Forests (SUFs) and Protection Forests (PFs) by improving the internal institutional and governance framework, management capacity, impact monitoring and external accountability.
- Developing collaboration management mechanism to enhance community participation.

- Institutionalizing improved patrolling and adaptive management by applying SMART for protected area and protection forests management boards and instituting community patrolling.
- Systematizing and standardizing biodiversity and forest monitoring for SUFs and PFs in the project area.
- Establishing a species conservation fund for local CSOs for endemic and threatened species in-situ and ex-situ protection.
- Undertaking wildlife rescue and rewilding activities.

Strategic Approach 3 (SA3): Improve law enforcement, increase its functionality and increase public participation in wildlife crime reporting. Project activities include but are not limited to:

- Building law enforcement and capacity by establishing and providing training for multi-agency task force in each province.
- Establishing community-based patrols by utilizing existing WWF/FFI models for professionalized community patrol teams.
- Assessing and addressing landscape level wildlife trade dynamics and urban outlets for wildlife products.
- Supporting procuracy and courts in procuration and conviction of wildlife crimes.
- Developing public reporting and feedback mechanism forest and wildlife crimes.

In addition:

Strategic Approach 1 (SA1): Promote Conservation-Friendly Enterprises in Forest Dependent Communities

- Management of consultants that are responsible for small scale livelihood initiatives. (NTFPs and community-based ecotourism.)

### III. Major Duties and Responsibilities

The Field Coordinator for CPNP and VQNP will liaise with:

- The management boards CPNP and VQNP, and staff of local governments, FPD and other relevant agencies, the judiciary, and local police in the provinces of Ninh Binh, Hoa Binh and Thanh Hoa (for CPNP) and Ha Tinh (for VQNP).
- Communities, local CSOs, and community groups that the project interacts with or supports, such as Community Conservation Groups, in relation to SUF/PF management.
- Institutions engaged in reporting and publishing and/or managing news and messages related to wildlife and wildlife crime; this may include representatives of mass organizations.
- Representatives of mass organizations in relation to SUF/PF management.
- Others which may emerge during project implementation.

Tasks and duties include:

- Coordinate with relevant government counterparts, the Provincial Project Management Unit, and other relevant project stakeholders on project activity scheduling and implementation, ensuring approvals and cooperation.
- Ensure proper field collaboration with other related projects, especially those with similar activities and approaches, and shared localities, including, but not limited to CarBi 2, USAID Sustainable Forest Management and USAID Wildlife Trade projects.
- Develop SOWs for, guide, coordinate and coach consultants in their missions, and prepare and support consultant field missions.
- Support missions of and coordinate with implementation partners, notably but not limited to IUCN, IZW, GWC, FFI, and EVN.
- Develop detailed action plans for conducting field surveys and implementing project training activities.
- Organize/implement project activities including but not limited to training of government staff, technical workshops, community meetings, technical meetings with government counterparts.
- Provide training in selected topics commensurate with the knowledge and skills of the IC.

- Prepare and organize workshops and meetings under SA2 and SA3 and prepare workshop reports or minutes of meetings.
- Contribute to consultant reports as appropriate or requested.
- Collect project monitoring data as directed and keep supervisors informed of the progress in achieving quarterly and yearly activity targets.
- Prepare technical reports as per the requirement of the project.
- Provide input to monthly, quarterly and yearly activity targets.
- Contribute to quarterly and annual work plans.
- Carry out other tasks as required by the SA2/3 Lead.

And perform other duties as required by the Protected Areas and Law Enforcement Manager or his/her designate.

## IV. Profile

### Qualifications

Required:

- Post-graduate degree in natural resources management, conservation, biology, forestry, environmental management, or related fields.
- More than 5-year working experience in conservation, natural resources management or forestry, conservation, and law enforcement issues in Vietnam.
- Experience with capacity building and natural resources governance.
- Experience working with ethnic minority communities and district and provincial authorities.
- Knowledge and understanding of conservation and development issues in Vietnam.
- Knowledge and understanding of the legislative, policy and institutional context related to conservation and government agencies, and the not-for-profit sector in the region.

Asset:

- Experience with biodiversity monitoring.
- Experience with organizing and/or establishing community-based institutions.
- Proficiency in one or more ethnic minority languages applicable in the Central Annamites.
- Working experience with USAID-funded or WWF projects.
- Working experience in a multi-cultural environment and with international organizations.

### Skills and Competencies

Required:

- Fluency in written and spoken English.
- Mid- or higher skill level of using word processing and spreadsheet software.
- Writing reports.
- Excellent presentation, communication & interpersonal skills.
- Excellent problem-solving skills.
- Networking skills.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

## V. Working Relationships

Internal: Interacts and collaborates regularly with SA2/3 Managers and collaborates closely with other project staff of SA1, and SA4. Interacts with other WWF staff on a per need basis and as directed by the SA 2/3 Manager.

External: Interacts with stakeholders at the community, commune, district levels and provincial level, and with other relevant projects and NGOs on an ad-hoc basis and as directed by the SA 2/3 Manager. Interacts with teams of implementing partners on a per need basis and as directed by the SA 2/3 Manager. Interacts regularly with service providers.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*