

# MFF MCC Assistant Project Manager & Field Assistant IUCN Vietnam

## Our mission

"To influence, encourage & assist societies throughout the world to conserve the integrity & diversity of nature & to ensure that any use of natural resources is equitable & ecologically sustainable."

**IUCN is a world leader in developing knowledge & understanding for effective conservation action.**

A unique international organisation, IUCN brings together states, government agencies & NGO members, & some 10,000 scientists & experts from 181 countries in a global web of networks to provide a neutral forum for dialogue & action on environment & sustainable development issues.

IUCN, International Union for Conservation of Nature and Natural Resources seeks to recruit two self-motivated professionals for the position of **MFF MCC Assistant Project Manager & Field Assistant, IUCN Vietnam** within the Mangroves for the Future (MFF) Initiative located in Ho Chi Minh City and Ben Tre Province, respectively.

## I. Assistant Project Manager – Vietnam, Mangroves and Climate Change (MCC)

The MFF MCC Assistant Project Manager (APM) will report to the Mekong Programme Coordinator based in Hanoi and will be responsible for the following tasks:

- With the assistance of the Programme Coordinator, MFF National Coordinator (NC), and MCC Project Manager in Bangkok, take responsibility for overall project management and administration in Vietnam;
- With the support of the MFF Small Grant Facility (SGF) Manager, administer a call for proposals, organize PCM training and site visits, and organize monitoring visits to ensure that results and lessons learned are captured;
- Help select, support, and supervise the Field Assistant and consultants engaged in this project in Vietnam;
- Represent the project at national and international level as requested with respect to the Vietnam component of the project;
- Coordinate with other IUCN projects in with similar geographic or thematic areas to maximize synergies and avoid duplication.

## QUALIFICATIONS AND SKILLS REQUIRED:

- BA in environmental management, coastal and marine ecology, fisheries management, or a related discipline. A MS degree will be an advantage.
- At least 5 years of working experience in a multi-cultural non-profit organization
- Experience and ability to work effectively with local communities in Vietnam on resource management issues like community-based management and organization
- Professional experience of working with a range of stakeholders, including scientists, local authorities, and local communities required.
- Fluency in English verbal and written communication, negotiation and liaison skills is a must
- Demonstrated experience in project management, financing oversight including the ability to work to strict deadlines and with limited supervision.

**DUTY STATION:** The position will be based in IUCN Project Office in Ho Chi Minh City, Vietnam.

*The position is open for **Vietnamese nationals** only and is for a period of one year with the possibility of extension. This position is classified as P2 in our classification system.*

## II. Field Assistant - Vietnam, Mangroves and Climate Change (MCC)

The MFF MCC Field Assistant will report directly to MFF MCC APM and will be responsible for the following tasks:

- Under the supervision of the APM, manage all project activities in Ben Tre and Tra Vinh;
- Under the supervision of the MFF SGF Manager, organize PCM training and site visits, and organize monitoring visits to ensure that results and lessons learned are captured;
- Provide logistical support to IUCN staff and consultants engaged in this project in Vietnam;
- Coordinate with other IUCN projects in with similar geographic or thematic areas to maximize synergies and avoid duplication.

## QUALIFICATIONS AND SKILLS REQUIRED:

- BA in environmental management, coastal and marine ecology, fisheries management, or a related discipline.
- At least 3 years of working experience in a multi-cultural non-profit organization
- Experience working with provincial governments and local communities
- Ability to review and critically assess provincial development plans and other documents
- Understanding of the science driving climate change in coastal areas
- Good spoken and written English

**DUTY STATION:** The position will be based in Ben Tre Province, Vietnam.

*The position is open for **Vietnamese nationals** only and is for a period of one year with the possibility of extension. This position is classified as A3 in our classification system.*

**Interested candidates should send their application and CV along with the names of two referees by 30 November 2012 to:**

Human Resources Unit  
IUCN, International Union for Conservation of Nature  
Vietnam Country Office, 1st floor, 2A Building, Van Phuc Diplomatic Compound  
298 Kim Ma, Ba Dinh District, Hanoi  
Tel: +844 37261575 Ext. 114; Fax: +844 37261561;  
Email: [VietnamRecruitment@iucn.org](mailto:VietnamRecruitment@iucn.org); website: <http://www.iucn.org/vietnam>

## Terms of Reference

1. **NAME:** Vacant
2. **POSITION TITLE:** Field Assistant (FA) Vietnam, Mangroves and Climate Change (MCC)
3. **FUNCTIONAL GRADE:** A3
4. **LOCATION:** Ben Tre, Vietnam
5. **DURATION:** 2- years with possibility of renewal, subject to availability of funding
6. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Regional Director, Asia, the reporting responsibilities of this position is as follows:

<b>Reporting to;</b>	
<b>6.1 Direct Reporting Line</b>	<b>Reporting Areas</b>
Assistant Program Manager (APM), IUCN Project Office, HCMC	All matters related to the position
<b>6.2 Functional Reporting Line</b>	<b>Reporting Areas</b>
Project Manager, MCC	All matters related to the MCC project
MFF Coordinator, MFF-S	All matters related to the MFF programme

- *Direct reporting line indicates those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional Reporting line indicates staff this position reports to or interacts with and who this position is accountable to for the specific function.*

<b>Reported by;</b>	
<b>6.3 Direct Reports</b>	<b>Reporting Areas</b>
Field Assistant	All project related matters
<b>6.4 Functional Reports</b>	<b>Reporting Areas</b>
<Position>	<Reporting Area>
<b>6.5 External Reports</b>	<b>Reporting Areas</b>
<Position>	<Reporting Area>

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*
- *External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.*

## 7. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The MCC FA position is expected to comply with the IUCN Asia Region Annexe to the Delegation of Authority: (DoA: Asia Annexe), current at any particular time, and the sub-delegations issued thereof. Such compliance must be exercised with due diligence and regard for the letter, spirit and purpose of the DoA.

## **8. BACKGROUND:**

Mangroves for the Future (MFF) is a partnership-based initiative promoting investment in coastal ecosystems for sustainable development. With a vision of a healthier, more prosperous and secure future for all coastal communities MFF provides a collaborative platform to help countries, sectors and agencies in the MFF region tackle the growing challenges to coastal sustainability.

Since August 2012, MFF has been supported by DANIDA to implement a 3-year project in Bangladesh, Indonesia and Vietnam with the objective to realize the potential of mangroves and other coastal vegetation for Climate Change Adaptation and Mitigation in the MFF Region. The project will be implemented through the existing MFF structure in each country.

## **9. MAJOR RESPONSIBILITIES:**

- 9.1 Under the supervision of the APM, manage all project activities in Ben Tre and Tra Vinh;
- 9.2 Under the supervision of the MFF SGF Manager, organize PCM training and site visits, and organize MLE visits to ensure that results and lessons learned are captured;
- 9.3 Provide logistical support to IUCN staff and consultants engaged in this project in Vietnam;
- 9.4 Coordinate with other IUCN projects in with similar geographic or thematic areas to maximize synergies and avoid duplication.

## **10. SPECIFIC DUTIES**

### **10.1 Project Implementation, Management and Administration**

- 10.1.1 Coordinate all MCC field activities in Ben Tre and Tra Vinh;
- 10.1.2 Visit field sites and grantees on a regular basis to review and assist project activities;
- 10.1.3 Ensure compliance with all project management requirements including timely submission of work plans, budgets, internal agreements, contracts, and progress reports;

### **10.2 Grants Management and Monitoring**

- 10.2.1 Help plan and participate in project monitoring and evaluation to ensure timely completion of tasks and for their quality assurance;
- 10.2.2 Support the APM and MFF SGF Manager in implementation of SGF projects in Vietnam.

### **10.3 Networking, Relationship Building and Communications**

- 10.3.1 Assist the APM with development of knowledge products and information updates for the MFF web site in close collaboration with the MFF Knowledge Management and Communication team;
- 10.3.2 Assist the APM with distillation of learning from SGF and research studies for preparation of communication material for dissemination of the project activities and results;

### **10.4 Other**

- 10.4.1 Carry out other relevant duties that may be assigned from time to time and as required to ensure the effective and efficient operations of the MCC project in Vietnam.

*Please Note: The above TOR contains the main responsibilities and duties of this position. However in an ever evolving organisation such as IUCN staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TOR. Where any task becomes a regular part of staff member's responsibilities, the TOR should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.*