

# 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 16 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>