Field Officer (Karst)

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, Fauna & Flora Vice-president
Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Myanmar Programme

Myanmar, the second largest country in mainland Southeast Asia, is home to a wealth of biodiversity. The country still harbours large tracts of forest and many charismatic and unique species. In stark contrast to the country’s biological riches, over two thirds of the country’s human population currently live below the poverty line and depend on natural resources for their survival. Despite their high dependence on natural resources, local people have been excluded from decisions concerning the country’s protected areas. Yet this situation is slowly changing. For the first time, grass roots organisations are being established to address issues of environmental governance and human welfare.

FFI is working with these emerging organisations from the snowy and mountainous north of the country in Kachin State to the densely forested and tropical south in Tanintharyi Region. In partnership with Government, NGOs and civil society, FFI’s work in Myanmar covers a range of diverse subjects including working on threatened species, forest, freshwater, karst and marine ecosystems, building skills in protected area management, engaging with the agriculture sector (palm oil) and awareness raising on the issues facing the country as it develops.

The Opportunity

We are now seeking a Field Officer who will work for the critical mission of implementing the Community-based Karst conservation project across Kayin and Mon States. In this role, he/she’ll be instrumental in aiding local communities to develop management plans for community-based karst Key Biodiversity Conservation Areas (KBAs). Moreover, this person will play a pivotal role in enhancing the capacity of local conservation groups in karst preservation, all under the supervision of our esteemed Project Manager. This work will involve close collaboration with national and international technical experts, ensuring a holistic approach to conservation efforts. Be a part of this impactful journey towards sustainability and community resilience. This position will be based at Yangon Office, and operate under the guidance of the Project Manager (Karst), with regular travel to field sites.

In return, the role offers the opportunity to work within an international, impactful and groundbreaking organization, at the forefront of global conservation. In addition, Fauna & Flora offers a good compensation and benefit package according to the standards of Local Labor Law. Our country office is located in Bahan township of Yangon, there are four field offices where our ground front line conservation staff are working hard to project (do you mean protect?) world nature and conduct research into potentially threatened species. Our field offices are located in Myitkyina, Indawgyi, Myeik and Pauksa.
Terms and Conditions

Start Date: March 2024
Duration of Contract: Till March 2025
Probation Period: Three months
Location: Yangon Office (with frequent travel to the field site)
Benefits: 10 days annual leave per annum plus Public holidays
Personal accident and group life insurance
Hours of Work: This is full-time position working, Monday to Friday inclusive

Job Description

Job Title: Field Officer (Karst)
Reports to: Project Manager (Karst)
Key working relationships: Country Finance Manager and Yangon Finance team
Administration and Logistic Officer, GIS Officer
Human Resources Manager

Purpose:
This position will be responsible to implement Community-based Karst conservation project in Kayin and Mon States to support local community to develop management plan of community-based karst Key Biodiversity Conservation Areas (KBAs) and to strength the capacity of local conservation groups for karst conservation under the supervision of Project Manager and collaboration national and international technical experts.

Main Duties and Responsibilities:

- Implement Karst project activities in the Kayin and Mon States, Myanmar
- Coordinate with national and international technical experts to carry out field surveys of birds, bat and flora, etc, survey data analysis and reporting in the karst Key Biodiversity Areas (KBAs) in Kayin and Mon States
- Support PM to organize trainings (biodiversity survey, guano harvesting, show-cave tourism management, show-cave tourist guiding, land use planning), community consultation meetings for land use planning and KBA management plan development and Karst conservation awareness campaigns in project area
- Provide logistic support to the project team, national and international technical experts, monitoring team, etc
- Prepare trip schedules based on the work plan together with Project Manager and partners
- Prepare cash advance requests for set task and ensure strict reconciliation of financials in a timely manner after completion of set activity.
- Prepare field trip reports and submit to project manager
- Assist Project Manager to prepare monthly, quarterly workplan and technical reports, and donor reports
- Assist Project Manager preparation of quarterly and monthly budget forecasts
- Assist the Project Manager for the project data management, analysis and reporting
- Assist Project Manager in liaise with village-level authorities and relevant stakeholders
- Assist the Project Manager to manage the project equipment and other resources
- Other duties assigned by the senior project management team

## Person Specification

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<th>Essential</th>
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<td><strong>Citizenship</strong></td>
<td>• Myanmar national</td>
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| **Skills** | • Good programme leadership skills  
• Good people management skills, with ability to motivate and performance manage individuals to achieve excellence  
• Good financial management and numeracy skills, including budgeting and reforecasting  
• Strong communication, presentation and networking skills, including report and proposal writing  
• Strong prioritisation and time management skills, with ability to work to multiple deadlines  
• Excellence Microsoft Office skills, including Outlook and Excel |
| **Knowledge and experience** | • Good English language (spoken and written)  
• Technical karst conservation Knowledge  
• Good project management skills with proven experience in project implementation and evaluation  
• Strategic planning skills  
• Proven record of ownership of, and accountability for, programme operations and delivery at similar level  
• Knowledge on programme development and fundraising and donor relationships  
• Experience working with stakeholder agencies, communities and community-based organisations, partner NGOs and for-profit entities |
| **Behavioural qualities** | • Qualification in biodiversity conservation or related science/social science  
• Knowledge in institutional development and capacity building  
• Commitment to FFI’s strategy and approach  
• Commitment to FFI’s values and these behavioural qualities  
• Ability to work under pressure  
• Ability to represent FFI in politically sensitive or unsettled contexts  
• Ability to work within a multi-cultural environment |
Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to Thang.Cin@fauna-flora.org.

Please mark your application ‘Field Officer (Karst)’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 19 March 2024. Interviews are likely to take place during the week commencing 25 March 2024.

No agencies please.

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

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Thang Cin, Human Resources Manager on Tel: 09 259161952 or Email: Thang.Cin@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity