



Job Titles (2 jobs available):

- Community Tourism Project Officer - Van Long
- Community Tourism Project Officer - Cuc Phuong

Project Overview: Support pandemic recovery through community tourism development in protected areas

Location: Ninh Binh, Vietnam

Expected date of Joining: January 1, 2022

Reporting to: Vietnam Community Tourism Manager, based in Hanoi

Language: Vietnamese & English

Full Time Contractor - 09 months

Summary:

The project is a GIZ - funded project, implemented by the International Union for the Conservation of Nature (IUCN), with Planeterra subcontracted to deliver all community based tourism development (CBT) components. The project's purpose is to support pandemic recovery through community tourism development in and around protected and conserved areas, and will be implemented primarily in Vietnam, Perú and at the global level. Within Vietnam, the project targets community members in two protected areas: Cuc Phuong National Park and Van Long Wetland Nature Reserve. We require candidates who are experienced in community development, with a strong understanding of gender sensitive and environmental issues in Vietnam. The candidate must be committed to bringing about meaningful change and lasting impact through tourism, with a proven track record of achieving this goal in the past.

Key project activities include:

1. Development of community-led action plans for tourism that supports both sustainable development and nature conservation
2. Delivery of training program on itinerary and product development for CBTs
3. Delivery of training program on marketing and promotion for CBTs
4. Support delivery of training program on One Health principles for COVID-19 recovery for CBTs
5. Support delivery of training program on women's participation in CBT

The role of the Project officer to coordinate all activities carried out on field. This includes coordinating the efforts with Planeterra Project Manager, Stakeholders and community beneficiaries in order to deliver projects according to plan. The Project Officer is the main point of contact for community members engaged in the project. One Project Officer will be responsible for activities in Cuc Phuong and the other in Van Long.

Key duties include:

- Coordinate with the Project Manager, stakeholders and community beneficiaries for activities required on field such as: meetings, training workshops and other necessary activities within the project.

- Oversee training activities on field, including logistic, training announcements, as well as carry out permanent follow-up to the implementation of training workshops and meetings.
- Support the operational part in holding meetings, and co-facilitate training workshops and other activities.
- Gather information from community beneficiaries through interviews and questionnaires according to project activities.
- Systematize all information obtained in the training workshops and / or internships carried out (tabulation of surveys and / or paleographers, interpretation of results, record of contacts, record of workshops, among others).
- Keep the record and control of attendance of local entrepreneurs to meetings, training workshops and other activities. As well as keeping the photographics record.
- Ensure adequate participation of communities and stakeholders in the project to achieve project goals effectively.
- Ensure Planeterra's mission and core values are reflected in project implementation and stakeholder management.
- Ensure that any developed tourism activities are in line with the objectives of supporting nature conservation in and around the protected and conserved areas, and are aligned with the IUCN Green List Sustainability Standard

Duties/Assignments:

The Project Officer will:

- Carry out all project activities coordination on field under the direction of the Country Project Manager.
- Under the direction of Project Manager, coordinate field activities and timelines of all project activities according to the approved Work Plan.
- Support and write reports based on project goals for donor reporting purposes.
- Maintain collaborative approach to decision making.

Position Requirements:

- University degree or college diploma in the field.
- 2-3 years of experience in community development, social work or work experience in community tourism development
- Proven ability to facilitate and support training for communities.
- Demonstrated experience in working with communities in the Cuc Phuong or Van Long (preferred).
- Strong understanding of community development and issues facing local communities in Cuc Phuong or Van Long, with a priority on issues facing women
- Demonstrated experience working with a variety of stakeholders including municipal authorities, local and international partners.



- Understanding of environmental issues facing Vietnam and best practices for conservation of protected and conserved areas.
- Understanding of a gender lens is an asset.
- Good command of English in reading and writing is required. Fluency in speaking English is a great bonus.

Qualities desirable in candidate

- Ability to embrace Planeterra's Responsible Travel Policy and represent Planeterra's mission in Cuc Phuong or Van Long, respectively.
- Experience working both independently and in a team-oriented, collaborative environment with a proactive approach.
- Mindful of working with women and indigenous communities.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.
- Ability to defuse tension among project teams, should it arise.
- Ability to bring the project to successful completion through political sensitivity.
- Strong written and oral communication skills, ability to make presentations and represent project in a wide variety of forums and settings
- Strong interpersonal skills.
- Strong training, communications and personnel management skills.

Work Conditions

- Legally able to live and work in Ninh Binh.
- Physically able to participate in training sessions, presentations, and meetings.
- Live or travel in remote locations is required for the purpose of meeting with communities, delivering training content.
- Overtime may be required to meet project deadlines.
- Use of personal laptop and mobile phone required.

How to Apply

To express interest in this exciting opportunity with Planeterra, please apply with your resume and cover letter to ptran@planeterra.org by December 31, 2021.

Planeterra is committed to the principles of diversity, equity, and inclusion and equal employment opportunity for all without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Planeterra is committed to providing applicants and employees with an environment free from discrimination and harassment of any kind. If you are an individual with a disability and need assistance completing this application, please call 1(416)263-4671 or contact awallace@planeterra.org. "Applicant Accommodation for Vietnam Community Tourism Project Officer" should be included in the subject line of the email. All qualified candidates are encouraged to apply.

About Planeterra



Planeterra is the world's leading NGO using tourism to impact community development. Planeterra helps local organizations and communities use tourism as a catalyst to improve people's lives, protect their natural environments, and celebrate their culture. Established in 2003 by entrepreneur, author, and philanthropist Bruce Poon Tip, Planeterra has contributed millions of dollars towards projects in areas of social enterprise, healthcare, conservation, and emergency response. Between 2015 and 2019, Planeterra helped funnel over US\$10 million into local communities through integrating 85 community tourism enterprises into the itineraries of three tour company partners, working directly in 56 countries.

More information:

<https://planeterra.org/>