



JOB DESCRIPTION

POSITION TITLE: Market Project Officer – MAP Project
LOCATION: TRAFFIC in Viet Nam, Ha Noi, Viet Nam
WORK PERCENTAGE: 100% for initial contract of one year
REPORT TO: Acting Senior Program Officer
CLOSING DATE: 8 July 2015

General Background

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. It actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of the World Wide Fund for Nature (WWF) and International Union for the Conservation of Nature (IUCN).

TRAFFIC's strategic goal is to help reduce the pressure of illegal and unsustainable wildlife trade on biodiversity, and enhance the benefits to wildlife conservation and human well-being that derive from trade at sustainable levels. The global Traditional Medicine Plant trade Programme aims at promoting best practice in the botanicals sector to support conservation, healthcare and livelihoods

In Southeast Asia, TRAFFIC's regional office is based in Malaysia, where it is legally established as a programme of WWF-Malaysia. The TRAFFIC Southeast Asia Programme was established in 1991 and continues to work with partners to address key wildlife trade issues in the region. The Viet Nam office focuses its efforts in Viet Nam and reports to the Regional Director in Malaysia.

TRAFFIC's Medicinal and Aromatic Plants (MAPs) Project has been implemented in Viet Nam to address the issue of uncontrolled and unsustainable harvesting and trade of MAPs. This project approaches a wider set of stakeholders along the value trade chain and local authorities from the grassroots to the national level to better manage MAPs resources and improve the livelihoods of local collectors. This project aims to improve market opportunities and skills in sustainable harvesting practices for wild MAPs, increase income of 1000 low-income households in Vietnam by 20%, reduce overexploitation and provide models for replication.

The project will use a value-chain, co-management approach, rigorous standards for sustainable harvesting, and improved coordination between MAP collectors and managers to reduce overexploitation and facilitate market access for sustainable MAP products, resulting in additional income generation for low-income households.

Purpose of Job

The main function of this position is to support the coordination and implementation project activities aligned with TRAFFIC's Medicinal and Aromatic Plants related work in Viet Nam. Project activities are aligned with the overall MAP trade programme strategy for TRAFFIC.

Major Activities

The project officer is expected to implement project activities under the leadership of the Acting Senior Program officer in MAPs while working closely with other key TRAFFIC project staff and external partners. The project officer will monitor project progress and quality and ensure the delivery of the activities. Achieving results is paramount.

The main tasks of the Project Officer will include, but not be limited to, the following:

1. Responsible for the day-to-day project activities implemented in Nam Xuan Lac Species and Habitat Conservation Area, Kim Hy Nature Reserve, Ba Be National Park and Ngan Son district, Bac Kan Province;
2. Provide assistance in liaising and establishing appropriate relationships with government officials at national, provincial, district and commune levels to ensure timely, efficient and effective implementation of project activities;
3. Liaise and coordinate with the project partners to ensure the project activities run smoothly;
4. Provide technical, logistical and administrative inputs to project activities;
5. Define and develop key messages for use in project activities;
6. Increase awareness of the sustainable harvesting models and standards for stakeholders, namely collectors, traders, traditional medicine groups and nearby communities;
7. Maintain and manage a database for all project-related electronic information including pictures, publications and other materials;
8. Implement all communications efforts which help to enhance visibility and promote the efforts of the project;
9. Organise necessary meetings with various stakeholders in the local economy to identify products and the quality and quantity of the outputs from local collectors;
10. Identify key market players, value chains directions/inputs, outputs and entry points;
11. Identify market opportunities and constraints;
12. Work with collectors to form/establish and provide ongoing support to cooperatives of the collecting groups in the project area;
13. Based on market assessments, develop a series of innovative hypotheticals that would improve collectors' access to markets and/or income;

14. Implement participatory monitoring and evaluation tools and measurements of project effectiveness to track the delivery of project results;
15. Ensure regular reporting of activities to the line manager and alert the line manager of any problems or issues as soon as possible;
16. Ensure that linkages are made with relevant projects and activities being implemented by other agencies and organisations in Viet Nam;
17. Support international and national consultants, as well as any organisations sub-contracted to undertake research and/ or other activities, and help provide introductions to relevant government agencies, national experts and the conservation community;
18. Oversee and engage as required in training activities;
19. Assist in the preparation of periodic and final technical and financial reports;
20. Assist with the translation (and cross-checking) of relevant documents from English to Vietnamese and vice versa in terms of project documents such as FairWild Principles and Indicators;
21. Perform other tasks as required by the line manager and the TRAFFIC in Viet Nam head of office.

Major Outputs/Key Performance Indicators

- Delivery of project activities as part of the project team as outlined in the workplan under the direction of the Acting Senior Program Officer;
- Attend team meetings providing updates on project progress and liaise with team on streamlining the wide range of project efforts;
- Report on project progress to the Acting Senior Program Officer and Head of Office when required.

Requirements

- University or Master's degree in natural resources management, botany, Forestry, Agro-forestry Economics, conservation/environment, rural development, project management, (social) marketing, or related fields;
- Good understanding of culture of ethnic minority groups i.e Tay, Nung, Dao, H'mong people;
- Minimum 3 years' experience working in a similar position or project management field;
- Experience working with an international organization is desirable;
- Demonstrated project management skills;
- Sound knowledge of and experience working with government organizations operating in Viet Nam;
- Excellent negotiation and communication skills;
- Strong understanding of local economic development and ability to diagnose and assess local economies;
- A basic command of the English language;
- Creative, flexible and able to work under pressure;
- Strong networking and advocacy skills;
- The ability to work across all the programs of the TRAFFIC office;

- The ability to travel to project locations in Viet Nam or internationally when required;
- A passion for the natural world and/or an understanding of conservation and environmental issues;
- Committed to not using threatened species wildlife products and be an ambassador for this cause also outside office hours;
- Other necessary traits: Lateral and creative thinker; has integrity; supportive; flexible; team worker; accountable.

Applications

Applicants are requested to apply online through the HR Management System, by opening the following webpage and pressing the "Apply" button.

<https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=1122>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).