



**WWF** *for a living planet*

## JOB DESCRIPTION

**Position title:** Project Manager – Stop Illegal Wildlife Trade and Consumption Advocacy  
**Reports to:** Illegal Wildlife Trade Manager, WWF - Vietnam  
**Supervises:** Project team  
**Location:** Hanoi, Vietnam  
**Date:** 06 April 2020

### I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Wildlife trafficking poses one of the biggest threats to the survival of wild species. It reduces national revenues, corrupts government workers and undermines the rule of law. Wildlife trafficking has become an organized crime that threatens the security and safety of the world. Combatting wildlife crimes requires a comprehensive approach, international cooperation and cooperation among national management and enforcement agencies. Addressing illegal wildlife trade requires a complete supply chain approach, addressing poaching at source (range states), cross-border trafficking control (transport), and demand-reduction in consuming nations. It also requires the top leader's political commitment and social pressures against the irresponsible consumption.

WWF-Vietnam has since 2005, worked to address both the demand and supply sides of the national and international market for some specific endangered species including rhino, tiger, elephant and pangolin. The supply side interventions include extensive work in the protected area system in Vietnam to address illegal poaching, strengthening wildlife enforcement capacity, species identification and information sharing. For the demand side, priority has been given to change consumption behavior of the public, travelers, successful business people and the well-being private sector to reduce the market demand for wild meat, endangered species of rhino, elephant, tiger, pangolin and their products.

WWF in its global new initiative “New Deal for Nature and People” appeals to the world leaders and people to rethink of and reshape their behaviors to nature through living in harmony with nature. Stop illegal consumption and overexploitation of wildlife is one of the deals that requests country top leaders of both supply and demand states to get involved and committed. Voices for Diversity-safeguarding ecosystems for Nature and People project is designed in this context to support countries in Africa and Southeast Asia to address their critical challenges in illegal wildlife trade and ecosystem management.

In this project, Vietnam will address poaching, trafficking and consumption of wild species, with the overall objective to secure a resolution on “Stop illegal wildlife trade and consumption” by the Vietnamese National Assembly (NA) by 2023. To achieve this, the project will engage government authorities at different levels, CSOs and academia in IWT policy advocacy processes. The topic of IWT will be brought to relevant divisions of NA to support the issuance the resolution. Once the resolution is in place, the project will support its pilot implementation and replication.

To achieve the national objectives of the program and to address the long-lasting illegal wildlife trade that poses the single biggest threat to species survival and biodiversity, WWF-Vietnam is looking for a passionate and competent project manager who would be part of the Illegal Wildlife Trade Control Team.

### II. Major Functions

The position will work under the overall direction and supervision of the Illegal Wildlife Trade Manager to deliver the program objectives on combatting wildlife crimes with a focus on stop the illegal trade and consumption of terrestrial endangered species. He/she will provide support to the program planning, management, implementation, monitoring, and reporting of project activities to ensure compliance with the WWF's contractual obligations, and ensure close collaboration between the project and partners and other relevant stakeholders in



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the project sites. Specifically, he/she will be responsible for the daily operation and implementation of the Voices for Diversity-safeguarding Ecosystems for Nature and People.

### **III. Major Duties and Responsibilities**

- Manage the Voices for Diversity-safeguarding Ecosystems for Nature and People project including overall planning, development of workplan for implementation and monitoring of the project activities, producing progress report, supervising the financial and administrative aspects to make sure all donor requirements and deadlines are met, project objectives and project KPI are achieved;
- Manage project budget and project team;
- Manage consultants under the project including hiring and monitoring the progress and following-up with administrative procedures to make sure all the WWF's policy on procurement are observed;
- Supervise and provide technical support to consultants to develop sound research methodology, questionnaires, conduct surveys, data analysis and write reports to ensure the quality of the quantitative and qualitative research;
- Design and lead the advocacy with relevant national and local authorities, line ministries and National Assembly on negative impacts of the illegal wildlife trade on the national economy, society, public health and national reputation index leading to the consent of the National Congress to stop the illegal trade and consumption of wildlife;
- Design, roll out, monitor the progress and impacts of campaigns in close cooperation with the government key partners to ensure the campaign KPI and the project objectives are achieved;
- Support the policy advocacy to other IWT projects of WWF-Vietnam, including the Ivory HII initiative and community-based illegal wildlife trade control;
- Work closely with other IWT projects to ensure quality and synergetic impacts of the whole IWT activities and to ensure the efficiencies and effectiveness of the fund resources;
- Provide inputs for new proposal development on IWT control and IWT policy advocacy;
- Perform other tasks under IWT scope as appropriate.

### **IV. Profile**

#### **Required Qualifications and Experiences**

- Bachelor/(preferable master) on environmental communication/campaign, international relations, conservation policy analysis, natural resources management, environmental management, or relevant fields;
- At least 5 years of working experience in an environmental government agency, environmental NGO, or relevant international development agency, of which at least 2 years in the field of advocacy communication for environmental policy change;
- Demonstrated experience and proficiency in policy advocacy including proven success record in advocacy / behaviour change communications driving to policy change;
- Good understanding of the political, social and cultural context of Vietnam, policy development mechanism, in connection to consumption of wildlife that drives the illegal trade in wild species in Vietnam and outside Vietnam; supply and demand drivers link to social norms and behaviors of the wildlife consumers in the Vietnam context;
- General knowledge of the Vietnamese environmental priority, socio-economic, political and cultural characteristics as well as knowledge of the GVN's environmental priorities, policies, and procedures;
- Willing to travel outside the workplace.

#### **Required Skills and Competencies**

- Strategic thinking skills to ensure the sustainable impactful results in project implementation;
- Creative event concept design and organization and communications for policy change;



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- Good project planning, coordination, time management, budget estimate and adhering to financial and logistical procedures;
- Strong inter-personal skills and excellent oral communication skills;
- Organizing / planning and problem-solving skills;
- Strong team building and effective cooperation with government partners;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adheres to WWF's values, which are Knowledgeable, Optimistic, Determined and Engaging.

#### **V. Working Relationships**

**Internal:** Work in close collaboration with technical project staff of IWT and wildlife conservation teams, communication team, financial team of WWF-Viet Nam. Engage with and support other field staff as required;.

**External:** Based in WWF office with regular working with the government partner office of MONRE and liaise between and work with government partners of BCA, relevant divisions of National Assembly, research institutes/universities, NGO partners, CSOs Association, private sectors, consultants, and related stakeholders.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*