JOB DESCRIPTION

Position Title:	Project Officer, USAID Saving Threatened Wildlife
Direct reports to:	Deputy Chief of Party (DCOP), USAID Saving Threatened Wildlife
Supervises:	N/A
Duration:	May 2023-May 2024 with potential for extension
Location	Ha Noi City, Viet Nam

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 environmental 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.

Vietnam remains a global hub of the illegal wildlife trade and is a major destination, origin, and transit country in the illegal trade supply chain. Although there is awareness of species that are at risk from international trafficking into Vietnam such as African rhinos, African and Asian elephants, and pangolins; the illegal wildlife trade threatens animals that are regularly poached and traded domestically or internationally, such as primates, muntjacs, freshwater turtles and tortoises and big cats.

The "Saving Threatened Wildlife" project, supported by USAID, is a 5-year project that started in July 2021. The project aims to increase Vietnam's leadership in countering wildlife trafficking through enhancing the commitment of Government of Vietnam leaders at the national and provincial level and reducing demand and consumption of illegal wildlife products. To realize this, the project has the following key objectives:1) Engage and develop political and local leaders to address CWT; 2) Strengthen law enforcement; and 3) Reduce consumer demand.

II.   Major Functions:

Reporting to the Saving Threatened Wildlife project's Deputy Chief of Party (DCOP), the Project Officer is responsible for supporting the development and implementation of the project's activities to ensure compliance with the project objectives/outcomes and ensure close collaboration between the project's management and Central Project Management Unit (CPMU), project partners and other relevant stakeholders.

III.   Major Duties and Responsibilities:

- Work closely with the other staff of the project and counterparts, providing technical inputs to the development and revision of project work-plans/activities.

- Provides support to the DCOP in the planning and implementation of the project activities in a result-oriented and timely manner.

- Work with Strategic Approach Technical Leads to monitor the consultants' work and provide technical comments for improving the quality of assignments and consultants' reports.

- Follow up with project partners at national and provincial levels and other stakeholders to support the delivery of project activities.

- Facilitates the acceptance and evaluation of the consultants and the implementing units' deliverables following CPMU's requirements.

- Acts as the focal point for interactions between the project and Central Project Management Unit (CPMU) related to the development and issuing of documents to project partners;

- Preparation and submission of periodical and ad-hoc reports and project progress reports following CPMU's requirements.

- Together with Project Admin., to coordinate the organization of project events such as planning workshops, consultation workshops, field trips, trainings, among others.

- Provide inputs to the reports, research, and other documents of the project.

- Maintains and updates technical and approval filing systems.

- Other tasks assigned by the Chief of Party or DCOP.

IV.   Profile:

Required Qualifications

- Bachelor's degree in Public Policy, Natural Resources Management, Environmental, Conservation Management, Business Administration or relevant fields; Masters an advantage;

- Minimum 3 years of relevant professional experience on issues of natural resource management, preferably in relation to illegal wildlife trade;

- Experience in working or liaison with Government agencies;

- A demonstrable understanding of illegal wildlife trade issues in Vietnam, Vietnamese legal framework, especially wildlife; enforcement legislation as it relates to combatting wildlife trafficking, including loopholes, gaps and areas of non-compliance an advantage;

- Demonstrated sound understanding of CITES and CITES nationalization to effectively prevent and combat illegal import, transit, import for re-export, transportation of the project focus species an advantage.

V.   Required Skills and Competencies

- Liaising skills with government and corporate counterparts.
- Report writing skills for a variety of audiences.
- Excellent presentation, communication, public speaking, and negotiation skills.
- Interpersonal and influencing skills.
- Demonstrated ability to work productively within a team.
- Possess good organizing, planning, problem-solving, and multi-tasking skills.
- Fluency in written and spoken Vietnamese and English.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's brand values, which are: Knowledgeable, Optimistic, Determined and Engaging.

VI.   Working Relationships:

- Internal: Interact on a regular basis with COP and DCOP positions, technical leads. Works with project procurement and communications manager. Work with Project Managers in other programs, Wildlife Practice Lead, Conservation Director as requested.

- External: Interact with central and provincial government counterparts, CSO community, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation.

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.