

Project Manager

Vacancy #:	6747
Unit:	TRAFFIC Vietnam
Organisation:	TRAFFIC International (TRAFFIC)
Location:	TRAFFIC Vietnam, Hanoi, Viet Nam
Reporting to:	Programme Office Director- Vietnam
Work percentage:	100%
Grade:	P1
Expected start date:	01 April 2024
Type of contract:	Fixed-term (11 months)
Closing date:	25 February 2024

BACKGROUND

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development.

TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge, UK, provides worldwide leadership, coordination, and cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues.

JOB DESCRIPTION

We are seeking to appoint a Project Manager whose primary responsibilities will focus on the project that intends to document and understand the convergence of conservation crimes that focuses on wildlife, forest, fishing, and minerals, delivered largely through desktop research and analysis. The project aims to identify, analyse, and map the illicit networks and the dynamics associated with these conservation crimes in Indonesia and its related points of convergence, such as modus operandi, routes, transportation, and supply chains. This includes where they may be associated with other crime types, such as money laundering, with an overall objective of providing practical solutions to governments and partners to address conservation crimes holistically.

This position will coordinate a data and survey team that also implements a variety of other projects, including an information-gathering project to support the government of Viet Nam (GVN) in implementing the National Marine Turtle Action Plan, regular physical and online surveys of wildlife markets for enforcement support and project monitoring and evaluation, and other projects as assigned.

The Project Manager's role is to ensure that the lines of effort across the project are cohesive. They will also lead in producing project outputs, including comprehensive reports of research findings, and ensuring their appropriate dissemination. The Project Manager is also responsible for compiling donor reports, monitoring project budgets and timelines, and

ensuring compliance with donor guidelines.

SPECIFIC DUTIES

- Lead the execution of specified project activities
- Oversee design, planning and implementation of physical and online market surveys to acquire information about illegal wildlife trade and convergence with other transnational organized issues, illegal logging and associated trade (ILAT), crimes associated with illegal, unreported, and unregulated (IUU) fishing, and the illegal extraction of and illegal trade in gold and other minerals
- Coordinate across project partners and external stakeholders per work plan.
- Compile research findings across the projects.
- Complete a comprehensive literature review of illegal wildlife and timber trade in Viet Nam, including any connectivity to other crime types.
- Lead report writing and production of project outputs.
- Support data analysis and identify emerging trends/issues
- Review and confirm data compilation and analysis
- Review and assist with survey plans and implementation as needed.
- Liaise closely with relevant TRAFFIC teams and represent TRAFFIC at events.
- Compile quarterly donor progress reports.
- Oversee project finances, administration and reporting.
- Undertake other tasks as determined by the TRAFFIC Viet Nam Programme Office Director; they are included but not limited to:
 - Assisting in proposal development and applications focused on wildlife crime, sustainable use, timber, etc.
 - Identifying and suggesting potential donors, etc.;
 - Providing technical input on IWT national strategies/approaches for government partners;
 - Recommending and expanding the stakeholder network for the Office's different streams of work and achieving the TRAFFIC Strategy
 - Supporting implementation of CITES in the country and participating in global dialogues on wildlife trade as required

SUPERVISION

This position will supervise a Research and Data Officer and consultants when necessary.

REQUIREMENTS

- Prior experience managing projects involving multiple parties is required.
- Strong ability to synthesize information, with strong writing skills.
- Excellent working knowledge of English and Vietnamese language skills.
- Excellent organizational skills with ability to prioritize, meet deadlines and consider adaptive management when needed.
- Good interpersonal and leadership skills and ability to work effectively as part of a diverse team, with respect for and sensitivity to multi-cultural approaches.
- Sound knowledge of and experience working with government at different levels.
- Knowledge and previous working experience in development, wildlife trade (including on forest and marine resources), environmental crime and related law enforcement issues preferred.
- Knowledge and previous working experience in data analysis and visualization is an advantage.
- Ability to work independently and show initiative in developing innovative approaches.
- The ability to travel regularly to project locations in Viet Nam or sometimes

internationally when required.

- Other necessary traits: professional, lateral and creative thinker; flexible; team player; accountable; and a personal commitment to a zero-tolerance to wildlife crimes during and outside office hours.