

**Position:** Program officer

**Affiliation:** Wildlife Conservation Society – Vietnam Program

**Duty station:** Hanoi

**Application deadline:** 25<sup>th</sup> Jan 2010

**Start date:** Feb 2010

**Background:**

The Wildlife Conservation Society (WCS) is a US-based conservation organization registered as a non-profit, tax-exempt voluntary organization and has been dedicated to conserving the earth's biodiversity since its establishment in 1895. Their efforts are concentrated in many of the world's developing countries where biological diversity is greatest and pressure on nature is most intense. WCS currently works in more than 60 countries in Africa, Asia, and North and Latin America and has special institutional capacity in the following thematic areas: strengthening institutional capacity, biodiversity conservation, natural resource management, policy development, protected area establishment and management, landscape conservation, and socio-economic strategies for conservation.

The Wildlife Conservation Society's program in Vietnam addresses the critical conservation issue of illegal hunting and trade in wildlife. Vietnam is both a major consumer of wildlife, and also a transit country whereby wildlife is imported from other countries to its west and south, and re-exported. Hence, it is an extremely important link in the trade chain for illegal wildlife.

We carry out research to provide reliable data on the scale, organization and dynamics of the wildlife trade in Vietnam, and work closely with the government to strengthen wildlife crime law enforcement in Vietnam, and through our partnerships with other National organizations aim to build political momentum within Vietnam to take wildlife crime seriously.

**Scope of work:**

The Program Officer is responsible to provide technical inputs to the WCS program and projects in Vietnam including the planning, design, implementation, and monitoring of research, training and training resources, policy, legislative reviews and communication events.

**Main responsibilities:**

The Program officer is responsible for executing assigned works in the following fields to ensure the program and projects function smoothly and at maximum effectiveness:

- Development and implementation of surveys into the wildlife trade in Vietnam to provide reliable data for the formulation/revision of policies and interventions for tackling illegal trade
- Development and implementation of activities to strengthen law enforcement of the illegal wildlife trade in Vietnam (e.g. training programs, information management, inter-agency co-operation mechanisms, wildlife farm monitoring systems, guidelines for placement of confiscated animals).
- Provide high quality written technical reports and summaries in English and Vietnamese
- Technical and creative input to the development of WCS program activities, projects and strategies (including activity planning, design, budgeting, and fundraising) in Vietnam
- Ensure internal and external reporting (financial and narrative) is completed to schedule.
- Development and maintenance of good relationships with local partners/stakeholders
- Act as WCS's representative at provincial and national level as required.
- Written and oral translation from and to Vietnamese for WCS activities
- Assistance to logistical and administration support for program activities

**Desired qualifications:**

This position is for a Vietnamese national with a University degree in a related field with good English and Vietnamese language skills and at least 2 years of work experience in a similar position with an international organization or NGO.

In addition, candidates with the following competencies are preferred:

- Work experience in the environment/development sector or law enforcement agency
- Experience in financial/staff management, fundraising and donor reporting
- Knowledge on illegal trafficking of wildlife or other black market commodities (e.g. humans, narcotics, weapons)
- Ability and experience with relevant government agencies, donors and other partners
- Advanced computer skills (e.g. Statistics programs, GIS)

**Interested applicants should send a cover letter and current CV to:**

Ms. Pham Thi Minh – Country Finance & HR Manager  
Wildlife Conservation Society, 1101, Hacisco tower, Ngo 107, Nguyen Chi Thanh, Hanoi  
Email: [ptminh@wcs.org](mailto:ptminh@wcs.org)

*For future information posting, candidates are requested to state correctly the source of information they get from for this job advertisement.*

**Deadline for Applications: Jan 25<sup>th</sup> 2010**

**Only short listed candidates will be contacted**