

**Position: Program Intern**

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

**Duty station: Hanoi**

**Application deadline: 24<sup>th</sup> October**

**Start date: November 2010**



**Organization's 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.

We are expanding our activities in Vietnam and seeking one intern post to fill in the current need of the office with following job's responsibilities:

**Main responsibilities of the required post:**

- Provide support to WCS communications (including soft/hard filing system, data input/collection for the library and website)
- Provide support to program administrative work including translation, editing and review in English and Vietnamese
- Admin and logistical support to program activities
- Provide daily support to other office work as required by WCS' staff.

**Desired qualifications:**

- This position is for a Vietnamese national with a University degree in a related field with a good English and Vietnamese language skills. Previous short-term internship experience in the environment/development sector is preferred.

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

Ms. Pham Thi Minh – Country Finance & HR Manager

Wildlife Conservation Society, 1302, Thanh Cong tower, 57, Lang Ha str., Hanoi

Email: [wcsvietnam@wcs.org](mailto:wcsvietnam@wcs.org) or [ptminh@wcs.org](mailto:ptminh@wcs.org)

**Only short listed candidates will be contacted**