

## Program Support Officer – WCS Vietnam

**Position:** Program Support Officer

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

**Duty station:** Hanoi (approx. 25% time on travel to field sites)

**Application deadline:** 17:00 Monday 3<sup>rd</sup> June

**Contract type:** Full-time, 1-year renewable (Permanent contract given after 3 years)

**Reports to:** Country Representative

**Accountable to:** Communications Officer and Country Finance Manager

### **Background:**

The Wildlife Conservation Society (WCS) is a US non-profit organization that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, and presence in more than 60 nations, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. WCS has been working to address wildlife trade in Vietnam for nearly a decade by developing broad relationships with the Forest Protection Department, CITES Management Authority, Police, Customs, the Supreme People's Procuracy, and many other agencies and individuals. Our work is focused on the major wildlife trading areas at the Vietnam-Chinese border, and the Ho Chi Minh City Metropolitan region, in addition to sites in Central Vietnam and Souther Vietnam bordering key landscapes in Lao PDR and Cambodia. We have established a well-respected presence in the country in the field of wildlife trade control. We have generated a wide range of reliable data on a number of wildlife trade issues, including commercial wildlife farming, illegal wildlife trade dynamics in Southern and Central Vietnamese provinces, and cross-border trade with China in Quang Ninh province. We have trained more than 800 law enforcement officers from a range of agencies in wildlife crime investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements, and national legislation, and have supported bi-lateral dialogues between Vietnam, Lao PDR, Cambodia, and Indonesia.

### **Scope of work:**

The Program Support Officer is responsible to ensure all WCS programmatic activities are implemented in an effective and professional manner, meeting financial, legal, communications and donor requirements.

### **Main activities**

- Provide support to Program Officers in planning and preparation (e.g. administrative, logistical, communications) of field activities
- Assist Program Officers in proposal development and monitoring grant progress
- Written translation of program documents and oral interpretation at WCS events
- Coordinate logistical arrangements, hotel and travel arrangements for WCS staff, consultants and visitors on core WCS activities.
- Provide Communication officer support with communication activities as required (e.g. drafting press releases, content for social media platforms)
- Manage data, outputs, media coverage and visual assets generated by project activities

### **Desired qualifications:**

This position is for a Vietnamese national with a University degree (Postgraduate degree preferred) in a related field with very good English language skills and at least 3 years of work experience in a similar position with an international organization or NGO.

In addition, candidates with the following competencies are preferred:

- Previous work experience in the environment/development sector
- Ability to work independently and supervise a team
- Shows a high degree of initiative, responsibility, flexibility, personal/professional ethics

- Excellent time management, and problem-solving ability
- Good interpersonal skills with ability to communicate effectively

**Interested applicants should send a cover letter, CV, contact details for references (if any) to:**

Miss Nguyen Thi Thu My – Finance and HR Officer

Wildlife Conservation Society, Room 1302, Thanh Cong Tower, 57 Lang Ha street. Ha Noi

Email: [ntmy@wcs.org](mailto:ntmy@wcs.org)

**Deadline for Applications:** 1700 Monday 3<sup>rd</sup> June

**Only shortlisted candidates will be contacted**