



## TERMS OF REFERENCE Wildlife Conservation Society

<b>Job Title</b>	Program Assistant (South)		
<b>Reports To</b>	Program Officer (South )		
<b>Department/Group</b>	Program	<b>Location</b>	Ho Chi Minh city

**Background:** The Wildlife Conservation Society (WCS) is an international non-governmental organization that saves wildlife and wild places through science, conservation action, education, and inspiring people to value nature. WCS has been working to address forest crimes in Vietnam since 2005. Since, we have established a well-respected presence in the country, generated a wide range of reliable data on the wildlife trade, trained over 850 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues to suppress the wildlife trade and strengthen Vietnam's enforcement response.

### Scope of work:

The Program Assistant will assist the implementation of program activities under WCS' southern projects as well as support its operation and management.

### Main responsibilities:

- Provide administrative, logistic and other technical support for project activities as assigned by the Program Officer and Program Coordinator.
- Support program implementation, project tracking, and monitoring and evaluation.
- Support wildlife trade surveys and associated training strengthening Vietnam's law enforcement response.
- Assist monitoring of the illegal wildlife trade on the internet, social media, etc.
- Provide interpretation and translation for WCS activities.
- Coordinate with operations unit in addressing day-to-day administrative and operational needs.

### Knowledge, skills, abilities:

This position is for a Vietnamese national with a University degree in a related field with excellent English and Vietnamese language skills.

Candidates with the following competencies are preferred:

- Previous work experience in the conservation and/or development sector with an international organization or NGO.
- A high degree of initiative, responsibility, personal and professional ethics.
- Excellent time management and problem-solving skills.
- Good interpersonal skills with the ability to communicate effectively.
- Passionate about the conservation of Vietnam's biodiversity.

**Schedule and Compensation:** Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13<sup>th</sup> month bonus and 20 annual-leave days.

### How to apply:

Interested applicants should send a cover letter and CV to:

Mrs. 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: 12<sup>th</sup> December 2014**

**Only shortlisted candidates will be contacted**