



TERM OF REFERENCE

Program Manager

Job Title	Program Manager, Vietnam
Job Description	<p>Position Objectives:</p> <p>* Support WCS's program to reduce the threat posed by wildlife trade in Vietnam to WCS species and landscapes, particularly those in neighboring countries. Identify priorities, assist the Country Program Director develop strategies and approaches; develop and implement projects; coordinate financial and administrative support and facilitate communication and coordination with WCS Asia Program and other NY staff.</p> <p>* Promote wildlife conservation, particularly relating to the threat posed by unsustainable trade, in Vietnam with national government, international agencies, and other non-governmental organizations; and influence policies that promote the long-term persistence of wildlife and in Vietnam and beyond.</p> <p>Principal Responsibilities:</p> <ul style="list-style-type: none">• Coordinate, support, develop and implement program activities, projects and strategies in line with the Vietnam and Asia strategy and project work plans.• Supervise, train and assist national staff in their projects; promote teamwork and provide feedback to staff; ensure proper collection, analysis and publication of data.• Produce and supervise reports and other required technical and financial documents (e.g., work plans, technical reports and financial reports) for WCS and donors on schedule.• Contribute significantly to the raising of financial support for projects, in collaboration with the CPD, Asia Program and WCS NY staff. Develop proposals and participate in fund-raising activities; maintain contact with donors and ensure timely reporting.• Write and publish documents, reports, books, and technical papers. Create and/or update program documents, brochures, newsletters, and other materials including online platforms (WCS Vietnam Website, Facebook page, blog etc).• Attend meetings, workshops, strategy sessions, etc.

- Promote wildlife conservation in Vietnam with government, donors and other non-governmental organizations through meetings, speaking engagements, media interviews, writing, and general communications. Coordinate media engagement with WCS NY.

Reporting to:
WCS Country Representative, Vietnam

Qualification Requirements	3-5 years work experience in Southeast Asia Minimum 3 years experience in management of local staff within an NGO Knowledge and understanding on wildlife trafficking, environmental issues, law enforcement, wildlife conservation Proven track record of fundraising and donor relations
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If a candidate is interested in the position please get on the following link, click on “global conservation full-time” to see and apply for the job.

<https://sjobs.brassring.com/TGWebHost/searchopenings.aspx?partnerid=25965&siteid=5168>

Only shortlisted candidates will be contacted.