

Senior Programme Officer

Vacancy #:	1018
Unit:	TRAFFIC SouthEast Asia
Organization:	TRAFFIC International (TRAFFIC)
Location:	TRAFFIC – Southeast Asia, Hanoi, Viet Nam
Reporting to:	Head of Office - Viet Nam
Work percentage:	100%
Function group:	-
Expected start date:	01 April 2015
Type of contract:	Fixed-term (12 months)
Closing date:	18 March 2015

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild plants and animals is not a threat to the conservation of nature. TRAFFIC is a strategic alliance of WWF, the conservation organization, and IUCN, International Union for Conservation of Nature. TRAFFIC monitors wildlife trade at international, regional and national levels – researching both domestic and international chains of supply and demand to identify interventions to increase the efficiency of management. TRAFFIC works closely with governments, providing critical information on the impacts of trade, motivating efforts to increase the ecological sustainability of trade in wild species, and helping to improve enforcement of international wildlife trade controls.

SPECIFIC DUTIES AND RESPONSIBILITIES

The main function of this position is to lead and manage TRAFFIC's projects in Viet Nam focused on the themes of: 'Medicinal and Aromatic Plants' (MAPS), Flagships, Pets and Fashion (WAPF), Food and Medicine (WAFM), Marine and the other relevant TRAFFIC themes. This role will also play an important role in projects related to TRAFFIC's law enforcement support programme in Viet Nam.

The role will include development of project proposals for funding of these above project themes, involvement in and management of project design and implementation, liaison with other project staff and consultants, protocols for information collection and research methodology, data collection and analysis and production of a wide range of reports. The role will work as part of the team of TRAFFIC in Southeast Asia and will also work with the TRAFFIC team globally.

Major Activities

Project coordination and implementation

1. Support the implementation and delivery of relevant TRAFFIC in Viet Nam project-specific tasks. This would include items pertaining to:

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- a) Develop project proposals aligned with the TRAFFIC's strategic work plan with key TRAFFIC staff such as the Head of Office, the Regional Director, communication staff, the wider TRAFFIC team in other locations, and other relevant stakeholders;
- b) Develop project plan (including stakeholder assessment and risk management plan) and monitoring of project progress in regards to budget and achievements;
- c) Timely delivery of project-specific tasks and agreed-upon project work plan within budget, including in the preparation of project related reports;
- d) Coordination with relevant partners, including WWF-Viet Nam, the CITES Management Authority other government authorities in Viet Nam, and relevant NGOs, towards the delivery of project objectives;
- e) Develop and administer external consultant contracts, as required, and ensure timely reporting and provision of outputs;
- f) Development of projects and funding proposals related to Viet Nam in the TRAFFIC themes of Marine (turtles), Pets and Fashion, and Wild Meat and Medicine as well as the other themes;
- g) Publication of project outcomes in scientific papers, reports and other publications adding to the knowledge base of wildlife trade in Viet Nam and the broader region.

Communications

1. Assist with and provide support to Viet Nam's communications initiatives, with an emphasis on wildlife trade issues in Viet Nam, including in the participation of media interviews in Vietnamese language. Coordinate these activities in consultation with the Communication team in both Officer in Viet Nam and with the Senior Communications Officer based in Malaysia.
2. Convey and communicate on project successes in Viet Nam for the purposes of preparing communications outputs with the TRAFFIC team (in Viet Nam and Malaysia) in a timely manner.
3. Provide translation of relevant posts in Vietnamese for Facebook page and participate in Yammer posts, TRAFFIC website updates and other opportunities to build profile of TRAFFIC in Southeast Asia.

Specific Project Tasks:

Enforcement support:

- Work closely with the Senior Wildlife Crime Analyst and supervise project officer to provide reports on wildlife trade in Viet Nam;
- Offer technical assistance in case preparations and other aspects of successful enforcement towards addressing illegal wildlife trade in Viet Nam to assess level of trafficking of wildlife;
- Identify project opportunities in close consultation with Senior Wildlife Crime Analyst, Head of Office and other external partners;

MAPS & Timber:

- Management of the implementation of projects related to medicinal and aromatic plants integrating the Fairwild standards TRAFFIC has adopted;
- Identify project opportunities in consultation with TRAFFIC thematic lead for Timber and MAPS.

Flagship:

- Working in close consultation with external partners to survey trade of wildlife products (such as Ivory and rhino horn) in Viet Nam;
- Work closely within the team of Southeast Asia on the implementation of current flagship

projects, and on developing further projects, related funding proposals and on communicating outputs.

Pets & Fashion, Marine & Fisheries, Wild Meat & Medicine:

- Identify project opportunities and develop project proposals relevant to the above themes and to Viet Nam in close consultation with the relevant thematic leaders and Head of Office;
- Management of the implementation of projects and reporting in these themes;
- Work closely with the TRAFFIC team in Southeast Asia linking in the work in Viet Nam in these themes to the wider region;
- Development of project to assess volume of consumption and transit of threatened wildlife in Viet Nam.

Coordination

1. Coordinate with Government and Non-Government partners on issues pertinent to programme and project planning and implementation, and other strategic points of interaction to ensure that TRAFFIC is professionally represented in all relevant forums pertaining to wildlife trade in Viet Nam;
2. Coordinate with the TRAFFIC team to ensure that project funds are used as efficient and effectively as possible and to continue growing the knowledge base on the implementation of projects and technical aspects of wildlife trade.

General

1. Coordinate efforts in Viet Nam as they relate to the illegal wildlife trade, including but not limited to, local wildlife trade surveys, coordination with consultants, liaison with government agencies on seizures, project and programme development and implementation, as well as engagement on legal and regulatory framework;
2. Provide input to the Southeast Asian regional annual work planning and reporting processes;
3. Support the development of a strategy to address trade threats in Viet Nam in consultation with the relevant TRAFFIC team members;
4. Development of funding proposals in close consultation with Head of Office, the Regional Director, and other relevant stakeholders;
5. Assist and support the implementation of TRAFFIC Southeast Asian capacity building initiatives, in coordination with the local Training and Capacity Building Team, Head of Office and Regional Director. This will include providing training or making presentations on wildlife trade and other issues whenever required;
6. Participate in the general activities of TRAFFIC in Viet Nam and the Southeast Asian region, particularly events and activities that require the full support and participation of all staff.

REQUIREMENTS

- University qualifications in ecology, biology, resource management, natural history, political science, or any other related sciences and familiarity with major trends in biodiversity conservation issues and policy.
- 3-5 years experience in wildlife conservation including hands-on engagement with the Southeast Asia region.

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- Proven capabilities to project manage multi-stakeholder projects within budget and time aligned with the overall organisational strategy.
- Strong people management skills to motivate, build capacity and inspire staff and working collaborations
- A good understanding of conservation regulations and political environment in VN and generally in Southeast Asia, focusing around wildlife trade.
- Commitment to work as a part of the senior team in the Viet Nam office, and in cooperation closely with the direct team in Malaysia and our wider colleagues in the TRAFFIC Network
- A strong communicator, able to negotiate with respect for and sensitivity to political and multi-cultural approaches.
- Confidence in public speaking, including proven ability to work with government officials at senior level.
- Fluent in Vietnamese and also fluency in English (both written and verbally) is essential.
- Ability to work under pressure meeting the deadlines whilst still providing high standards outputs
- Proficient in Microsoft Office programs such as Excel, Word and Powerpoint.
- Willingness to travel in Southeast Asia and possible globally for related meetings.
- Passionate about biodiversity conservation and sustainability.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the following webpage and pressing the "Apply" button.

<https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=1018>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).