



Vacancy Announcement

Position:	Volunteer, Online Data Researcher
Reports to:	Law Enforcement Assistance (LEA) Team Leader
Location:	Hanoi
Country Program:	Vietnam
Team/Division:	Law Enforcement Assistance
Position Type:	Initial short term 3 month agreement, extension will be based on available of required tasks
Expected travel:	N/A
Expected start date:	5 May 2021

Organization Background

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 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, presence in more than 60 countries, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities.

WCS Viet Nam Program Overview

WCS has been working in Viet Nam since 2006, focusing on strengthening the commitment, capacity and actions of the government of Vietnam to combat wildlife trafficking. Through support and cooperation to executive and judiciary sectors, including Ministry of Public Security, Supreme People's Court, Supreme People's Procuracy, Ministry of Justice, Ministry of Agriculture and Rural Development, and the National Assembly, it has provided and shared intelligence on criminal wildlife networks which help generate well-informed decisions in enforcement operations. WCS Viet Nam have generated a wide range of reliable data on a number of related issues on illegal wildlife trade, trained and briefed about 4,000 law enforcement officers, policy makers, journalists, researchers and managers nationwide and distributed a number of technical handbooks and guides. It has assisted central agencies to review and propose necessary changes to national legislation, criminal intelligence analysis systems, inter-agency cooperation. WCS has also facilitated Government to Government dialogue through multilateral and bi-lateral collaboration efforts, between Viet Nam and Asian, African and Latin American countries, to detect and response to illegal wildlife trade networks. Its wildlife health expertise has been leveraged to address unregulated wildlife trade and mitigation of pandemic threats, through collaborative research, training, and policy development. Recently, WCS Viet Nam has also expanded to species conservation, with focus on finding and protecting Rafetus Swinhoei in the wild.

Job Summary

The volunteer is expected to collect, clean, verify wildlife violations, suspects and offenders and key into WCS's centralized systems. S/he will do basic online research to get information on wildlife trafficking incidence.

Responsibilities

1. Online research
 - a. Carry out online research on assigned topic and synthesize collected information into WCS forms and templates
 - b. Performs other tasks as assigned by the direct supervisor.
2. Database update/management
 - a. Review, clean data of seizure cases from available sources of WCS;
 - b. Entry the clean data into existing database systems of WCS

Requirements

- Vietnamese citizen living/studying/working in Ha Noi;
- The 3rd, 4th year students or graduated;
- Studying/working relates to law, forestry, agriculture, environment, and information technology;
- Interested in data research, statistic and analysis, and working for NGO as volunteer;
- Experience of gathering, structuring and analysing data using MS Excel
- Experience of research and writing to an academic standard (e.g. research projects)
- High attention to detail
- Passionate about conservation, combating wildlife trafficking;
- B1 English certificate at least

Meal and travel allowance: 250,000 VND/working day.

Application Process

Interested candidates, who meet the above qualifications should send your CV and cover letter to Mrs. Nguyen Thu My, HR Officer at ntmy@wcs.org latest **by 23:59 of 22 April 2021**.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.