

## Vacancy Announcement

<b>Position:</b>	Communication Intern
<b>Reports to:</b>	Communication Team Leader
<b>Location:</b>	Hanoi
<b>Country Program:</b>	Vietnam
<b>Team/Division:</b>	Communication
<b>Position Type:</b>	Full-times, 3 months, extension will be based on available of required tasks
<b>Expected start date:</b>	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**

Under the supervision of the Communication Team Leader, the Communication Intern will work closely with the Information & Design Assistant and Communication Officers. She/he is responsible for supporting the implementation of all communication activities under on-going projects, assisting the Information & Design Assistant in managing WCS's internal communication and joining the Communication Team in delivering all committed results and deliverables in its work-plan.

## **Responsibilities**

### ***A. External Communications***

1. Assists in scanning wildlife trade news and preparing a daily media digest called News Scan (in both Vietnamese and English), provides input to News Scan data file;
2. Assists in website, fanpage management, including but not limited to entry update, website improvement plan implementation, and website health check;
3. Cooperates with Com Team members to brainstorm and assist in the implementation of WCS's celebration calendar (for instance, wildlife-related international days, anniversary of WCS's working partners, etc);

### ***B. Internal Communications***

4. Provides support in managing systems of communications and materials (e.g. gift and branded goods inventory, presentation/report/press release tracking tool);
5. Translates WCS working documents into English and Vietnamese;
6. Supports proofreading of WCS's reports, publications and communication materials;

### ***C. Others***

7. Support Com Team with financial process to ensure compliance of WCS's financial policies and procedures
8. Performs other tasks as assigned by the Line Manager.

## **Requirements**

- Bachelor/college degree preferably in a related field such as Communications, Journalism;
- Excellent English and Vietnamese language skills;
- Proficiency in Microsoft Office;
- Proven ability to conduct internet-based research;
- Good interpersonal and communication skills;
- Having skills in data management; Experience in organization of events is an asset;

## **Benefit and allowance**

This communication internship is for those who are serious about pursuing their career path in communications/marketing/non-profit/development field and longing to learn about wildlife conservation. Meal and travel allowance paid is 250,000 VND per 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](mailto:ntmy@wcs.org) latest **by 23:59 of 23 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.