

## **COUNTRY DIRECTOR, VIETNAM**

Animals Asia is an international animal charity with our headquarters in Hong Kong, over 400 team members, and operations in Vietnam, China, Australia, the United States, the United Kingdom, and Europe. Animals Asia is devoted to ending the cruel practice of bear bile farming and improving the welfare of animals in Asia. In Vietnam, we work closely with governments, local partners, and communities to end bear bile farming. We focus on bear rescue and rehabilitation, reducing bear bile demand, public awareness and education, and engagement with the government. We also work to end elephant riding, improve welfare standards for captive wildlife, and end the dog meat trade.

Animals Asia is seeking a visionary and passionate leader to lead our programs in Vietnam. As country director, you will be responsible for guiding a team of 160 staff from a multitude of cultures and diverse backgrounds, based in a number of provinces.

### **KEY RESPONSIBILITIES**

- **Strategy and Program Implementation**
  - Provide leadership in the ongoing development, implementation and success of country strategies to end bear bile farming, end elephant riding, end the dog meat trade, and improve welfare standards for captive wildlife in Vietnam.
  - Oversee the ongoing implementation of programs and activities by six departments across four main provinces and cities, ensuring they deliver measurable results in compliance with Animals Asia and government requirements.
  - Develop and implement activities that address gaps in programs in line with country and global strategies.
  - Responsible for anticipating and managing risks that could threaten staff and animal safety and operational viability.
- **Administration, Finance, and Human Resources**
  - Ensure the adaptation and integration of the administration, finance, and human resource policies to achieve a smooth operation of all aspects of the organization.
  - Ensure the continuation of legal compliance in all areas, including social

insurance contributions, taxation, employment contracts, staff benefits, and other Animals Asia and government requirements.

- Oversee the preparation of departments' yearly budgets and be responsible for seeking approval from Animals Asia's head office.
- Ensure effective financial management, oversight, and fiscal administration of the Vietnam budget in compliance with Animals Asia's finance and local regulatory requirements.
- Foster a supportive and respectful culture within the Vietnam team, ensure that human resource policies and practices are followed and create an environment of continuous learning where staff are encouraged and supported to grow and develop and are willing to be held accountable for their actions.

- **Government Relations**

- Develop and manage relationships with central and provincial governments, NGOs, and institutions involved in wildlife conservation and animal welfare; identify opportunities to develop partnerships to increase collaboration and leverage resources.
- Represent Animals Asia to the central and provincial governments to ensure alignment and coordination of Animals Asia's activities in compliance with government regulations.
- Oversee the renewal of Animals Asia's country operation permit and the application for inclusion of any new work locations in the country.

- **Public Awareness and Education**

- Provide oversight in the development and implementation of advocacy and education strategies in line with the country's strategy and operational plans that result in significant impact for the animals and the achievement of Animals Asia's mission in Vietnam.
- Ensure that Animals Asia's international communications team receives accurate information about the Vietnam program for promotion of Animals Asia in the media and the public.
- Build public awareness of Animals Asia's brand and promote the communication of issues and accomplishments to the public through attending and speaking at major conferences, media interviews, published articles, meetings and webinars with donors and supporters, and attending official events on and off-site, when needed.

- **Animal Welfare**

- In collaboration with the global director of animal sentience and welfare, lead the development of captive wildlife strategies and project activities.
- In collaboration with the global animal sentience and welfare director, lead the development and integration of animal principles into all aspects of Animals Asia's work in Vietnam.
- Provide oversight in the implementation of strategies to improve animal management and increase awareness of the welfare needs of captive wild animals in government rescue centres and private establishments.

**KEY REQUIREMENTS:**

- Master's degree in a relevant field.
- A strong record in strategic leadership in the environment or animal sector with a minimum of 10 years of relevant leadership experience, preferably in the NGO sector.
- Demonstrated strong management skillset to oversee multiple initiatives simultaneously and the ability to inspire and build capacity within a team from diverse backgrounds and cultures.
- Demonstrated experience in financial budgeting management, the development and implementation of internal controls, and compliance mechanisms to ensure full compliance in accordance with established organizational policies and legal requirements.
- Demonstrated expertise in developing and managing strategic partnerships with governments and key stakeholders, and a sound understanding of the legal framework for the operations of foreign non-governmental organizations in Vietnam.
- Demonstrated strong analytical and critical thinking to resolve complex issues, and emerging priorities resulted from changes in government policies and operating environment.
- A sound understanding of the concept of designing and implementing high-quality education and media campaigns to raise Animals Asia brand awareness and to achieve the organization's overall goals in Vietnam.
- Excellence in communication, presentation, and interpersonal skills within a multi-cultural environment.
- Possess excellent written and oral communication skills in English and is able to

work in Vietnamese.

- Passion for animal welfare and protection.
- Ability to travel locally and internationally as required.
- Candidates based in Vietnam are preferred.

**How to Apply:**

Please send your CV and cover letter in English, outlining how you meet the key requirements and why you should be considered for this position and details of your salary expectations to [nhoang@animalsasia.org](mailto:nhoang@animalsasia.org) with the subject line "Vietnam CD-Your name" by 03/05/2024.

For more information on our work, please visit our website at [www.animalsasia.org](http://www.animalsasia.org)

Only shortlisted candidates will be notified.

We are an equal opportunity employer and welcome applications from all qualified candidates. Personal data collected will be treated in strict confidence and used solely for recruitment purposes.