TRAFFIC
the wildlife trade monitoring network

TRAFFIC VACANCY ANNOUNCEMENT

TITLE: Head of Office - Viet Nam

LOCATION: Hanoi, Viet Nam

REPORTS TO: Regional Director, Southeast Asia

DURATION: Full time, permanent position

CLOSING DATE FOR APPLICATIONS: **13th October 2014**

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. We actively monitor and investigate wildlife trade and provide information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of World Wide Fund for Nature (WWF) and the International Union for Conservation of Nature (IUCN) and is an international network, organised into seven regional programmes.

Viet Nam is a key player in this global trade, as a source, transit point and consumer. As such, TRAFFIC has a number of key activities focused on this important country, and on Viet Nam's role in the wider Southeast Asian context, including its role in the Association of Southeast Asian Nations (ASEAN), and as part of the Greater Mekong sub-region. The leadership of a strong team and project portfolio in Viet Nam is essential if TRAFFIC is to deliver meaningful conservation impact.

DUTIES

This role will be responsible for planning, developing, coordinating and implementing TRAFFIC's work with a primary focus on Viet Nam, and to a lesser extent, other countries in the region, as part of the TRAFFIC regional management team in Southeast Asia, in order to deliver TRAFFIC's global conservation programme.

This will involve developing and leading implementation of projects and activities from project concept, fundraising, financial management and people management to reporting. Building and maintaining effective working relationships with a variety of contacts is essential as is assisting in communication through local and international media and presentations at conferences and events. The role will also provide technical assistance on data analysis, scientific information and research support to national CITES authorities.

REQUIREMENTS

The successful candidate will need a University qualification in a related science and several years' experience working in wildlife conservation with hands on engagement with the Southeast Asia region. Strong people and team management skills, communication skills, project management skills and fluency in English are essential for this role.

APPLICATIONS

For the full job description with list of requirements and how to apply, please visit our website at: http://www.traffic.org