



## **JOB DESCRIPTION**

POSITION TITLE: Project Officer – Demand Reduction  
LOCATION: TRAFFIC in Viet Nam, Ha Noi, Viet Nam  
WORK PERCENTAGE: 100% for initial contract of one year  
REPORTS TO: Senior Programme Officer, Demand Reduction  
CLOSING DATE: 31<sup>st</sup> May 2015

### **General 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. It actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of the World Wide Fund for Nature (WWF) and International Union for the Conservation of Nature (IUCN).

To address the issue of illegal wildlife trade, and the threats posed to high-profile ‘flagship’ species such as elephants, rhinos, tigers, great apes and marine turtles, TRAFFIC and WWF have designed an ambitious joint initiative focusing on urgent and sustainable solutions to combat wildlife crime. The Wildlife Crime Initiative (WCI) works with partners to drive three parallel pillars as part of an integrated strategy: “Stop the Poaching” pillar, “Stop the Trafficking” pillar and “Stop the Demand” pillar and these pillars are supported by a cross cutting stream on related international policy initiatives.

TRAFFIC works to change the behaviour of the community to reduce wildlife crime and wildlife consumption through its Demand Reduction framework. The social marketing techniques surrounding this framework are aimed at changing the behaviours of the current and future targeted audiences currently focussed on threatened species consumption (such as rhino horn).

In Southeast Asia TRAFFIC’s regional office is based in Malaysia where it is legally established as a programme of WWF-Malaysia. TRAFFIC’s Southeast Asia regional programme was established in 1991 and continues to work with partners to address key wildlife trade issues in the region, with the Viet Nam office focussing its efforts in Viet Nam. The TRAFFIC office in Viet Nam is part of the Southeast Asian regional efforts and reports to the Regional Director.

### **Purpose of Job**

The main function of this position is to support the coordination and implementation project activities aligned with TRAFFIC’s behavioural change work to reduce consumer demand for illegal wildlife products in Viet Nam. Project activities are aligned with the overall Demand Reduction strategy for TRAFFIC.

### **Major Activities**

The project officer is expected to implement project activities under the leadership of the Senior Programme Officer in Demand Reduction working closely with other key TRAFFIC project staff and external partners. Monitoring project progress and quality, ensuring the delivery of the activities is within expectations and achieving results is paramount. An adaptive management approach, flexibility to respond to a changing environment with knowledge of social marketing or social science are important attributes for this position.

The main tasks of the Project Officer will include, but not be limited, to the following:

- Provide technical, logistical, and administrative support to project activities under DR Program;
- Manage and coordinate the day-to-day implementation of project activities under DR Program;
- Liaise with relevant government counterparts and coordinate with project partners to ensure timely, efficient and effective implementation of project activities;
- Responsible for maintaining and managing a database for all project-related electronic information including pictures, publications and other material;
- Support all communications efforts which help to enhance visibility and promote the efforts of the project;
- Ensure regular reporting of activities to the Senior Program Officer;
- Responsible for the preparation of periodic and final technical reports;
- Develop and assist in preparation of project proposals and funding applications;
- Perform other tasks as part of the DR project or other TRAFFIC projects as required by the Senior Program Officer.

### **Major Outputs/Key Performance Indicators**

- Delivery of project activities as part of the project team as outlined in the workplan under the direction of the Senior Program officer;
- Attend team meetings providing updates on project progress and liaise with team streamlining the wide range of project efforts;
- Reporting on project progress to Senior Program Officer on project progress and Head of Office when required.

### **Requirements**

- Bachelor or Master degree in project management, (social)marketing, communications, conservation/environment or related fields;
- Minimum 3 years' experience working in a similar position or project management field;
- Experience working with an international organization is desirable;
- Demonstrated project management skills;
- Sound understanding of Vietnamese culture,
- Sound knowledge of and experience working with government organizations operating in Viet Nam;
- Excellent negotiation and communication skills;
- Excellent command of Vietnamese and English languages;
- Creative, flexible and able to work under pressure;
- The ability to implement project work across the different programs the TRAFFIC office

- The ability to travel to project locations in Viet Nam or internationally when required.
- A passion for the natural world and/or an understanding of conservation and environmental issues
- Committed to not using threatened species wildlife products and be an ambassador for this cause also outside office hours.
- Other necessary traits; lateral and creative thinker; Integrity and supportive; flexible; Team worker; Accountable.

All applicants must be eligible to live and work in Viet Nam.

### **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=1079>

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).