



## JOB DESCRIPTION

POSITION TITLE: Policy Project Officer – MAP Project  
LOCATION: TRAFFIC in Viet Nam, Ha Noi, Viet Nam  
WORK PERCENTAGE: 100% for initial contract of one year  
REPORT TO: Acting Senior Program Officer  
CLOSING DATE: 8 July 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).

TRAFFIC's strategic goal is to help reduce the pressure of illegal and unsustainable wildlife trade on biodiversity, and enhance the benefits to wildlife conservation and human well-being that derive from trade at sustainable levels. The global Traditional Medicine Plant trade Programme aims at promoting best practice in the botanicals sector to support conservation, healthcare and livelihoods

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

TRAFFIC's Medicinal and Aromatic Plants (MAPs) Project has been implemented in Viet Nam to address the issue of uncontrolled and unsustainable harvesting and trade of MAPs. This project approaches a wider set of stakeholders along the value trade chain and local authorities from the grassroots to the national level to better manage MAPs resources and improve the livelihoods of local collectors. This project aims to improve market opportunities and skills in sustainable harvesting practices for wild MAPs, increase income of 1000 low-income households in Vietnam by 20%, reduce overexploitation and provide models for replication.

The project will use a value-chain, co-management approach, rigorous standards for sustainable harvesting, and improved coordination between MAP collectors and managers to reduce overexploitation and facilitate market access for sustainable MAP products, resulting in additional income generation for low-income households.

## **Purpose of Job**

The main function of this position is to support the coordination and implementation project activities aligned with TRAFFIC's Medicinal and Aromatic Plants related work in Viet Nam. Project activities are aligned with the overall MAP trade programme strategy for TRAFFIC.

## **Major Activities**

The project officer is expected to implement project activities under the leadership of the Acting Senior Program officer in MAPs while working closely with other key TRAFFIC project staff and external partners. The project officer will monitor project progress and quality and ensure the delivery of the activities. Achieving results is paramount.

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

1. Work closely with the technical officer to ensure the smooth implementation of the day-to-day project activities in Nam Xuan Lac Species and Habitat Conservation Area, Kim Hy Nature Reserve, Ba be National Park and Ngan Son district, Bac Kan Province;
2. Provide assistance in liaising and establishing appropriate relationships with government officials at national, provincial, district and commune levels to ensure timely, efficient and effective implementation of project activities;
3. Liaise and coordinate with the project partners to ensure the project activities run smoothly;
4. Provide technical, logistical and administrative support to project activities;
5. Define and develop key messages for use in project activities;
6. Maintain and manage a database for all project-related electronic information including pictures, publications and other materials;
7. Implement all communications efforts helping to enhance visibility and promote the efforts of the project;
8. Conduct relevant research on the use and trade of MAPs across Viet Nam and particularly in the project sites;
9. Support the creation of collectors' associations and facilitate registration of at least one cooperative with provincial and district government agencies in each project site;
10. Facilitate experience-sharing workshops with Traditional Medicine private sector manufacturers and local governmental agencies to review existing laws and regulations governing MAP resources;
11. Assist in supporting government agencies to develop preferential (economic) policies towards business practices favourable to sustainable use of resources and environmental protection;
12. Organize necessary meetings with various stakeholders, particularly government partners, to identify the issues/causes of uncontrolled and unsustainable harvesting and trade of MAPs (and threatened species) in order to find appropriate solutions;

13. Provide technical support to law enforcement agencies to better control wildlife trade, particularly MAP resources, in the project sites and in Viet Nam;
14. Ensure regular reporting of activities to the line manager and alert the line manager of any problems or issues as soon as possible;
15. Implement participatory monitoring and evaluation tools and measurements of project effectiveness to track the delivery of project results;
16. Ensure that linkages are made with relevant projects and activities being implemented by other agencies and organisations in Viet Nam;
17. Support international and national consultants, as well as any organisations sub-contracted to undertake research and/ or other activities, and help provide introductions to relevant government agencies, national experts and the conservation community;
18. Oversee and engage as required in training activities;
19. Assist in preparing periodic and final technical and financial reports;
20. Assist with the translation (and cross-checking) of relevant documents from English to Vietnamese and vice versa in terms of project documents such as FairWild Principles and Indicators;
21. Perform other tasks as required by the line manager and the TRAFFIC in Viet Nam head of office.

### **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 on streamlining the wide range of project efforts;
- Report on project progress to Senior Program Officer and Head of Office when required.

### **Requirements**

- University or Master's degree in environmental policy, natural resources management, botany, Forestry, Agro-forestry Economics, conservation/environment, rural development, project management, (social) marketing, or related fields;
- Good understanding of culture of ethnic minority groups i.e Tay, Nung, Dao, H'mong people;
- 3- 5 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;
- Good oral and written English;
- Creative, flexible and able to work under pressure;
- Strong networking and advocacy skills;

- The ability to work across all the programs of 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; has integrity; supportive; flexible; team worker; accountable.

### **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=1123>

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).