

## **Job Opportunity: Calling all wildlife conservationists!!**

Are you a motivated Vietnamese person who loves wildlife and wants to help protect and restore Vietnam's biodiversity? Do you feel that new creative approaches to conservation are desperately needed? If so then we want you to join our team! WCS has built a team of like-minded dedicated Vietnamese and international people who are committed to wildlife conservation. If you think you have what it takes – keep reading...

**Job title: Administration Officer**

**Start date:** October 2012

**Main duty station:** Hanoi, 20% time on field visits throughout Vietnam

### **Organization background:**

The Wildlife Conservation Society (WCS) is a US-based conservation organization registered as a non-profit organisation and has been dedicated to conserving the earth's biodiversity since its establishment in 1895.

The Wildlife Conservation Society's program in Vietnam addresses the critical conservation issue of illegal hunting and trade in wildlife. Vietnam is both a major consumer of wildlife, and also a transit country whereby wildlife is imported from other countries to its west and south, and re-exported. Hence, it is an extremely important link in the trade chain for illegal wildlife.

We carry out research to provide reliable data on the scale, organization and dynamics of the wildlife trade in Vietnam, and work closely with the government to strengthen wildlife crime law enforcement in Vietnam, and through our partnerships with other National organizations aim to build political momentum within Vietnam to take wildlife crime seriously.

### **Main responsibilities of the required post:**

- Administrative and logistical support for all WCS field activities
- General office management (e.g. management of filing system, work schedule, meeting arrangements, front desk reception, office equipment and stationary management)
- Written and oral translation from and to English/Vietnamese
- Provide support to human resources and finances as required by the Country Finance Manager (e.g. staff recruitment, benefits, contracts, monthly financial reports)
- Technical input to the development of WCS program activities and projects

**Desired qualifications:** This position is for Vietnamese person who has:

- University graduate in a related field
- At least 2 years of work experience in a similar position with an international organization or NGO.
- Good English and Vietnamese language skills
- Good communication and team working skills
- Good computer skills
- Comfortable travelling to, and working in rural areas
- Passionate about conservation of Vietnam's biodiversity

**Interested applicants should send a cover letter, CV, and contact details for two references to:**

Ms. Pham Thi Minh – Country Finance Manager  
Wildlife Conservation Society- Vietnam Program  
Room 1302, Thanh Cong Tower, 57 Lang Ha Street, Ba Dinh, Hanoi  
Email: ptminh@wcs.org

**Deadline for Applications:** Friday 28<sup>th</sup> September 2012

**Only shortlisted candidates will be contacted**