



TERMS OF REFERENCE Wildlife Conservation Society

Job Title	Law Enforcement Coordinator (LEC)		
Reports To	Program Manager		
Department/Group	Law enforcement support	Location	Hanoi

Background: The Wildlife Conservation Society (WCS) is a non-profit, tax-exempt, private organization that saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS has been working to address forest crimes in Vietnam since 2005. We have established a well-respected presence in the country, providing support to a range of government agencies. We have generated a wide range of reliable data on a number of related issues and trained over 850 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues.

Scope of work:

The LEC is responsible for the overall coordination, strategic development and implementation of law enforcement support activities in all WCS Viet Nam projects. The LEC will manage WCS Viet Nam's law enforcement support program staff and develop effective relationships with relevant government enforcement agencies.

Main responsibilities:

- Work-planning, budgeting, project-tracking and performance reporting for law enforcement support activities in WCS Vietnam Provide backstopping, coordination, and risk management for law enforcement support activities in WCS Vietnam.
- Relationship-building with Vietnam's enforcement community
- Policy, legislative, institutional reviews and analysis
- Enforcement training and curriculum development with/for Vietnamese enforcement agencies.
- Design, implementation, and verification of wildlife trafficking research/surveys
- Oversight of the development of a wildlife crime and enforcement monitoring system
- Management of WCS's intelligence database and promotion of intelligence tools to Vietnamese government partners
- Supervise development of enforcement tools, and promote existing tools, e.g. www.giamdinhloai.vn.
- Support WCS country program strategy and LE project development.
- Supporting the Country Representative in other program activities, as required.

Knowledge, skills, abilities:

- Minimum bachelor/college degree. Preferred in criminology, law enforcement, law or a related field.
- Minimum five years relevant work experience. Preferred in an organisation providing support to law enforcement agencies or within a law enforcement agency.
- Language: English and Vietnamese language is essential to effective performance in this position.
- Fluency in Microsoft Office (Word, Excel, Power Point) and ability to conduct internet based research at a minimum. Knowledge of GIS software (ArcView or MapInfo), Photoshop and intelligence analysis software preferred.
- Proven ability to prepare and manage projects, organise events and conduct effective team work
- Reliable, enthusiastic and trustworthy.

Schedule and Compensation: Salary grades are commensurate with experience and education. Benefits include private health insurance and a 13th month year

Application deadline: 30th November 2014

Interested applicants should send a cover letter, CV to:

Mrs. Nguyen Thi Thu My – Finance and HR Officer
Wildlife Conservation Society, Room 1302, Thanh Cong Tower, 57 Lang Ha street, Ha Noi
Email: ntmy@wcs.org

Only shortlisted candidates will be contacted