



## TERMS OF REFERENCE Wildlife Conservation Society

<b>Job Title</b>	Wildlife Crime Intelligence Officer (IO)		
<b>Reports To</b>	Program Manager		
<b>Department/Group</b>	Law enforcement support	<b>Location</b>	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 IO will manage WCS Vietnam's enforcement support tools and intelligence databases.

### Main responsibilities:

- Support deployment of a professional intelligence analysis system to monitor wildlife crime and law enforcement action; i.e. install, configure, upgrade, administer, monitor, maintain, and ensure security of WCS intelligence analysis system.
- Input information, analyse and generate reports from field data;
- Training and curriculum development with/for LE agencies to manage and share information using a variety of platforms;
- Support development of enforcement tools, and manage existing tools, e.g. [www.giamdinhloai.vn](http://www.giamdinhloai.vn);
- Supporting the Country Representative in other program activities, as required.

### Knowledge, Skills, Abilities:

- A demonstrated ability to manage and analyse large quantities of data in a careful manner
- Minimum bachelor/college degree. Preferred in computer science, or related field
- Minimum three years relevant work experience. Preferred in a position managing data/databases or requiring careful manipulation of information. Experience with an organisation providing support to Government agencies is preferred.
- 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.
- Knowledge of, and/or previous work experience in, the conservation/environmental sector would be an asset;
- Creative, and enthusiastic.

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

**Application deadline:** 31<sup>st</sup> January 2015

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](mailto:ntmy@wcs.org)

**Only shortlisted candidates will be contacted**