



## TERMS OF REFERENCE Wildlife Conservation Society

<b>Job Title</b>	Program Officer		
<b>Reports To</b>	CITES MA Vietnam Director		
<b>Department/Group</b>	Program	<b>Location</b>	Ha Noi

### Background:

CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement among governments whose purpose is to ensure that international trade in wild animal and plant species does not threaten the survival of these species. A total of 180 countries have agreed to the CITES regulations, which is a legally binding agreement. Vietnam ratified the Convention in 1994.

Vietnam CITES Management Authority (MA) office was established in 1994 as an affiliate of the Vietnam Administration of Forestry, under Agriculture and Rural Development Ministry of Vietnam.

Vietnam CITES MA is the lead agency for the Government of Vietnam in addressing international wildlife trade, CITES compliance and is the standing member of the National inter-agency committee on law enforcement of illegal trade in wild fauna and flora (Vietnam WEN)

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 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.

In Vietnam, CITES MA is one of our main Government partners. We have collaborated on many activities that help address threats to wildlife, including illegal hunting, trade and consumption of wildlife and promote biodiversity conservation. Specifically the coming joint project activities' outcomes are:

- Analysis of Criminal justice response to Wildlife and Forest Crimes
- Enhancing international cooperation to combat wildlife trafficking networks
- Enhance multi-agency monitoring systems for transnational wildlife crimes and law enforcement...

### Scope of work:

The Program Officer (PO) is responsible for the development, implementation and monitoring of joint project activities between CITES MA Vietnam and WCS.

### Main responsibilities:

- Development and implementation of activities to strengthen law enforcement to suppress the illegal wildlife trade in Vietnam (e.g. training programs, information management, inter-agency co-operation mechanisms, wildlife farm monitoring, guidelines for placement of confiscated animals, etc.).
- Provide high quality written technical reports and summaries in English and Vietnamese.
- Technical and creative input to the development of WCS program activities, projects and strategies (including activity planning, design, budgeting, and fundraising). Ensure internal and external reporting (financial and narrative) is completed to schedule.
- Development and maintenance of relationships with partners and stakeholders.
- Development and implementation of outreach and communication programme
- Written and oral translation from and to Vietnamese.
- Logistical and administration support for program activities.
- Other tasks as required by CITES MA Vietnam Director

### Knowledge, skills, abilities:

This position is for a Vietnamese national with a university degree in a related field with intermediate or advance English level and Vietnamese language skills.

Candidates with the following competencies are preferred:

- At least 3 years of work experience in a similar position with an international organization or NGO.
- Work experience in conservation and/or the development sector or within a law enforcement agency.
- Knowledgeable about wildlife trafficking and related issues.
- Experience in financial and/or staff management, fundraising and donor reporting.
- Experience working with relevant government agencies, donors and other partners.
- Advanced computer skills

**Schedule and Compensation:** Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13<sup>th</sup> month bonus and 20 annual-leave days.

**How to apply:**

Interested applicants should send a cover letter and 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)

**Deadline for Applications: 15<sup>th</sup> March 2015**

**Only shortlisted candidates will be contacted**