



TERMS OF REFERENCE Wildlife Conservation Society

Job Title	Communications Officer		
Reports To	Policy Coordinator		
Department/Group	Policy research, influencing & communications	Duty Station	<ul style="list-style-type: none">• Ha Noi• Occasional travel

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 conserve wildlife in Vietnam since 2005, and is established as a well-respected organization in the country, providing support to a range of government agencies. WCS work in Vietnam is focused on building national capacity and commitment towards effective wildlife law enforcement and combatting wildlife trafficking. Our Policy research, influencing & communications team develops influencing strategies to transform political will into political action utilizing related issues such as national security, rule of law, livelihood instability, and public health as “levers” for change in policies and practices associated with poaching, trafficking and consumption of protected wildlife. For example, in Vietnam, WCS leads the United States Agency for International Development (USAID) Emerging Pandemic Threat Program’s (EPT) PREDICT project, which is focused on understanding and addressing drivers of infectious disease emergence. In Vietnam WCS/PREDICT focuses on wildlife trafficking and characterizing the behavioural and biological risk of infectious disease emergence at this important wildlife/human/domestic animal interface. An essential component of the PREDICT project is translating the data generated on disease risk into policy and actions needed to reduce wildlife trafficking in the region and prevent the devastating and destabilizing effects of a disease pandemic.

Scope of work: The Communications Officer will support the WCS program by crafting strategic communications for key partners and audiences, building relationships with stakeholder and ensuring coherence of communications in support of our conservation objectives. At the same time, the Communications Officer will establish and maintain internal communications systems and guidelines. The main responsibilities of the position will include:

External communications

- Production and dissemination of communications materials and development of creative campaigns to help meet WCS Vietnam conservation objectives;
- Build and maintain relationships with local, national and international media to ensure quality coverage of key WCS stakeholder activities and program outcomes;
- Assistance in organizing WCS Vietnam events including donor visits, study tours, regional meetings, and internal staff events;
- Provide regular updates on WCS Vietnam activities to WCS Asia Country Programs, WCS Global Conservation Program in New York, and information for the WCS Global website;
- Participate in external workshops, WCS international working groups and other meetings relevant to the communication sector;
- Establish appropriate information-sharing relationships with staff in similar positions within other NGOs, government agencies and academic institutions in Vietnam and internationally.

Internal communications

- Establish and maintain effective systems for management of communications material (e.g. photographs, publications);
- Develop and implement staff training and team-building activities to ensure adherence to WCS branding, including style guides, code of conduct, key messages, approach and activities of WCS at external meetings with media, donors or other partners;

- Establish internal communication systems to ensure staff are updated on all relevant WCS and WCS partner activities.

Organizational development and administration:

- Assist in the development of WCS Vietnam policy and strategies in Vietnam;
- Participate in WCS' policies and documentation in both internal and external communications and IEC, including the development of annual and longer-term strategic plans;
- Design, budget and manage assigned activities;

Knowledge, skills, and abilities:

This position is for a Vietnamese national with a University degree in a related field with excellent English and Vietnamese language skills and at least 2 years of work experience in a similar position. In addition, candidates with the following competencies are preferred:

- Work experience in the environment and/or development sector.
- University degree in a related field.
- Experience working with social media;
- Exposure to working with donors, government and other partners.

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

Deadline for Applications: 15th March 2015

Only shortlisted candidates will be contacted