

Program Assistant

Job Title: Program Assistant

Reports To: Field Program Coordinator

Department/Group: Program

Location: Hanoi (approx. 20% time on travel to field sites)

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 to suppress the wildlife trade and strengthen Vietnam's enforcement response.

Scope of work:

Under the supervision of the Field Program Coordinator, the Program Assistant provides operational and administrative support to all the program staff, performs a variety of administrative, coordination and logistical services related to program implementation and assists the program team with information management and documentation.

Main responsibilities:

- Supports in planning and preparation of program activities;
- Assists Program Officers in monitoring grant progress;
- Supports management of data, record keeping of outputs, media coverage and visual assets generated by project activities;
- Provides written translation of program documents and oral interpretation as required;
- Makes schedule appointments, coordinates mission travel, independently resolves scheduling conflicts
- Coordinates logistical arrangements, hotel and travel arrangements for WCS staff, consultants and visitors on core WCS activities;
- Provide other support for project/program activities as assigned by line supervisors.

Required Knowledge, Skills, Abilities

This position is for a Vietnamese national with a bachelor/college degree. In addition, the following are required:

- Excellent English and Vietnamese language skills.

- Previous work experience in the conservation and/or development sector with an international organization or NGO for at least 2 years
 - A high degree of initiative, responsibility, personal and professional ethics.
 - Excellent time management and problem-solving skills.
 - Good interpersonal skills with the ability to communicate effectively.
 - Passionate about the conservation of Vietnam's biodiversity.
 - Computer skills: Microsoft Office package, internet research, familiar with photo editor software
- Schedule and Compensation

Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13th month salary and 20 annual-leave days.

How to apply

Interested applicants should send a cover letter, CV with photo, contact details for references to:
 Ms. Nguyen Thi Thu My – HR Officer
 Wildlife Conservation Society, Room 1302, Thanh Cong Tower, 57 Lang Ha street, Ha Noi.
 Email: ntmy@wcs.org

Deadline for Applications: 31st December 2015

Only shortlisted candidates will be contacted!