

Wildlife Crime Unit Team Leader

About ENV

Education for Nature-Vietnam (ENV) was established in 2000 as Vietnam's first non-governmental organization focused on conservation of nature and the environment. Our mission is to foster greater understanding amongst the Vietnamese public about environmental issues of local, national and global significance, ranging from protection of wildlife and natural ecosystems to climate change. We employ creative and innovative strategies to influence attitudes and behavior, not only highlighting the need to protect Vietnam's rich natural heritage and the living world around us, but also encouraging greater public participation in achieving this important and challenging task.

ENV's Wildlife Crime Unit (WCU) was established in 2005 to facilitate and motivate public involvement in efforts to combat wildlife trade, and to improve the effectiveness of front line law enforcement agencies. The WCU administers a public toll-free national hotline 1800-1522 for reporting wildlife crimes. Information reported through the hotline is passed on to the appropriate authorities. ENV then works closely with law enforcement agencies, tracking each case through to conclusion, and documenting the results on ENV's Wildlife Crime Database. The WCU strives to achieve a successful outcome for each case, helping coordinate placement of animals, providing advice to the authorities, and encouraging bold action that would serve to deter future crime.

For more details about what we do, visit our website:

English language: www.envietnam.org

Vietnamese language: www.thiennhien.org

Position available

ENV is looking for a qualified candidate for the position of Wildlife Crimes Unit (WCU) Team Leader who is responsible for coordinating operation of WCU Department. The WCU Team Leader reports to WCU Manager.

Term of reference

- Supervise up to 8 staffs
- Coordinate & implement WCU operations under the direction of WCU manager
- Provide daily report update of WCU
- Schedule staff on duty for public toll-free national hotline
- Manage, coordinate & tracking cases. More details will be discussed during the interview
- Ensure ongoing & regular communication with WCU Manager
- Communicate closely with other relevant departments within ENV.
- Complete other duties and assignments as specified by WCU Manager and Management Board

Qualifications

Vietnamese with university degree, above 26 years old

At least 3 years experience in team leader / supervisor position
Critical thinking required
Excellent communication skills
Excellent survey and investigation skills are advantage
Good knowledge of commonly traded wildlife identification is advantage
Strong Vietnamese writing skills
Good verbal and written English?
Computer literacy: Word, Excel, Internet
Ability to work independently, take initiative, and pay close attention to details

Terms and Benefits

- Attractive salary
- Long-term contract
- Friendly and creative working environment, competitive benefits
- Opportunity to learn new skills and knowledge
- Mixed English-speaking environment
- Opportunity to work closely with international and national experts

Applications

Interested candidates must complete ENV's standard application form in order to be considered, which can be found here:

http://envietnam.org/library/Others/ENV_application_form_Feb_22_2012.doc

An up-to-date CV and cover letter may also be included in the application, but are not compulsory.

Interested candidates are invited to apply for the vacancy no later than December 21, 2015 by email to:

nhanhien.env@gmail.com

Further information, please contact:

Nhan Thi Hien (Ms)

Administrative Manager

Education for Nature - Vietnam (ENV)

Room 1701, Block 17T5, Hoang Dao Thuy street, Cau Giay district, Hanoi

Tel: 04 6281 5424, ext 301

Email: nhanhien.env@gmail.com

Note:

* Applications will be treated on "First come, first serve" basis.

* Only short-listed candidates will be notified for written test & interview