



## JOB DESCRIPTION

<b>Position title:</b>	<b>Project Manager - Illegal Wildlife Trade</b>
<b>Directly reports to:</b>	TBC
<b>Supervises:</b>	IWT Officer and consultants as required
<b>Validity:</b>	February 2016
<b>Location:</b>	based in Hanoi

### I. Background

Vietnam is the principal destination country for illegal African rhino horn. The current trade is driven by status-motivated consumption and by users' belief that rhino horn cures multiple health problems. Vietnam is also a significant transit country for illegal ivory, mostly to China. In addition, the demand for domestic wildlife drives illegal hunting in protected areas and remains one of the major threats for endangered domestic species. Vietnamese consumers are largely unaware of and unconcerned about the impact of trade on wild populations, which, is reflected by limited awareness, political will, and champions for the issue from within the Government of Vietnam.

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Government of Vietnam on a diverse range of environment issues and implemented field activities across the country. With the launch of its Five Year Strategy in 2015, WWF-Vietnam identified the illegal wildlife trade (IWT) as one of the major threats to biodiversity in Vietnam and globally. This position will support the country office and the WWF Network in reducing that threat.

WWF-Vietnam is part of WWF-Greater Mekong which operates in five countries: Cambodia, Lao PDR, Myanmar, Thailand, and Vietnam. Find out more at [vietnam.panda.org](http://vietnam.panda.org)

### II. Major Function

Lead the development and execution of an innovative Illegal Wildlife Trade strategy for WWF Vietnam addressing key drivers of consumption and wildlife trafficking in Vietnam.

### III. Major Duties and Responsibilities:

- Based on the country strategy, lead the development and implementation of WWF-Vietnam's Illegal Wildlife Trade strategy.
- Maintain a working knowledge of political, legislative, environmental, social and economic frameworks relevant to IWT in Vietnam, and engage in critical national dialogue relevant to the campaign.
- Lead WWF Vietnam political engagement and advocacy around the Hanoi Conference on Wildlife Trade.
- Support development of Investigative Journalism network in Vietnam to expose wildlife crime / corruption and links to Vietnam's global reputation.
- Implement targeted evidence-based behaviour change campaigns targeting key sectors of society.
- Support Vietnam government and relevant law enforcement agencies with ensuring effective implementation of new and revised legislation aimed at curbing illegal wildlife trade
- Effectively supervise the management of overall resources and monitoring of project reports and outputs.
- Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and create synergy and cooperation among projects.
- Develop working relationships within the WWF network, partners and alliances that amplify WWF's IWT campaign and activate audiences.
- Develop and maintain effective contacts with a wide range of external organisations and individuals who can assist in the conservation activities.
- Ensures effective representation of WWF in relevant meetings, networks, stakeholder's engagement and partnership dialogue when required.

- Support IWT communications and fundraising activities, in coordination with the relevant teams.
- Lead and manage IWT staff, help ensure effective engagement and task management within and between the team and the WWF network.
- Provide advisory and technical guidance to staff, counterparts, and consultants related to IWT when required.

#### IV. Profile:

##### Required Qualifications

- Bachelor's degree in Conservation, Natural Resource Management, Environmental Sciences, or relevant fields.
- Knowledge of IWT, conservation and/or natural resource management issues in Vietnam, or South East Asia.
- Knowledge of behaviour change communications.
- Minimum 5 years' experience designing and implementing development projects in an international setting.
- Expertise in at least two of the following: campaigning techniques, policy and advocacy, target audience analysis, proposal development, delivering training.
- Experience of working in multi-cultural environment and working with key regional and international institutions.
- Experience of working with government officials, local communities and/or donors at all levels.

##### Required Skills and Competencies

- Project Management: planning, time management, coordination, networking, teamwork.
- People management: coaching, capacity building.
- Financial management.
- Communications (ability to communicate complex issues in a clear manner to a wide variety of audiences across diverse channels (online, TV, print, radio, etc.).
- Fluency in written and spoken English and knowledge of/ willingness to learn Vietnamese is desired.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

#### V. Working Relationships:

**Internal:** WWF-Vietnam Country Director, Conservation Manager, the IWT Team and support staff (Programme Development, Communications, M&E, Finance, Policy).

**WWF Network:** WWF-Greater Mekong Strategy Leads and Communications; TRAFFIC-Vietnam; counterpart IWT Managers in other GMP countries; and Wildlife Crime Initiative leads.

**External:** Interact with Government agencies both national and provincial level, private sector, donors, academic institutions, the media, other NGOs and community organisations.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*

Prepared by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Departmental Director: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_

Date: \_\_\_\_\_