



JOB ADVERT
Wildlife Conservation Society

Job Title	Program Officer		
Reports To	Law Enforcement Assistance Coordinator		
Contract type	Long term		
Department/Group	Law Enforcement Assistance (LEA)	Location	Hanoi

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 strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking since 2006 and 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 900 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

The Program officer will work as a key member of the Law Enforcement Assistance (LEA) team. The LEA team was established as a cross cutting team to strengthen inter-governmental enforcement effectiveness to degrade, disrupt, and dismantle transnational criminal networks trafficking wildlife involving Vietnamese citizens. Our theory of change is that more effective enforcement will come as a result of a strategic intelligence-led policing approach where information on criminal entities is collated, analyzed and shared to key individuals along trafficking supply chains; where wildlife crimes and the impact of enforcement is accurately and transparently monitored; and where officers in key agencies have the capacity, are mandated and held to account for effective enforcement actions.

Programmatic objectives

- Maintenance of a professional intelligence analysis system in coordination with regional WCS programs;
- Manage the daily import and extract information from field data in coordination with Field Programs and Field staffs;
- Actively generate reliable and professional intelligence products to law enforcement agencies to catalyze enforcement action (report, map, infographic, statistic...);
- Development and daily execution of the wildlife case management system in coordination with WCS and WCS's partners;
- Promote strategic intelligence-led policing to Vietnamese law enforcement agencies through trainings, workshops and other events;
- Development and upgrade of species identification tools (website, mobile and offline applications) in coordination with regional WCS programs;

- Provide training and/or curriculum development with/for LE agencies to manage and share information and utilize intelligence analysis;
- Contribute to fundraising efforts relating to law enforcement;
- Represent WCS and/or LEA team meetings as requested;
- Plan, develop, implement, monitor and report upon LEA activities;
- Perform other duties as requested by senior management.
- Involve into development and implementation of WCS Viet Nam's grant activities;

Required Knowledge, Skills, Abilities

This job is suited for someone with a questioning mind who enjoys seeking patterns, connections in large quantities of data. In addition, the following are required:

- Minimum bachelor/college degree;
- A demonstrated ability to manage and analyses large quantities of data in a careful manner;
- Minimum three years relevant work experience. Preferred in a position managing data/databases or requiring careful manipulation of information;
- Experience with an organisation providing support to Government agencies is preferred;
- English and Vietnamese language is essential to effective performance in this position;
- Fluency in Microsoft Office (Word, Excel, PowerPoint) and ability to conduct internet based research at a minimum;
- Knowledge of GIS software (ArcView or MapInfo) and design software (e.g. Photoshop) preferred;
- Knowledge of, and/or previous work experience in, the conservation/environmental sector would be an asset;
- Creative, and enthusiastic.

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:

Mrs. Nguyen Thi Thu My – Finance and HR Officer

Wildlife Conservation Society

106-D, 3 Thanh Cong street, Ba Dinh, Ha Noi.

Email: ntmy@wcs.org

Deadline for applications: 21st February 2017

Only shortlisted candidates will be contacted.