Program Officer

Job Title: Program Officer

Reports To: Field Program Coordinator

Department/Group: Field Program

Location: Ha Noi, with travels to the fields when required

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 Field Program team. S/he will coordinate activities to enhance the conservation of specifically selected species; and to be involved in planning, implementation, and monitoring of project activities.

Main responsibilities

The Program Officer is responsible for executing assigned works in the following fields to ensure the program and projects function smoothly and at maximum effectiveness:

- Development and implementation of activities to strengthen law enforcement of the illegal wildlife trade in Vietnam (e.g. training programs, information management, inter-agency co-operation mechanisms, wildlife trade and law enforcement effectiveness monitoring systems, coordination of wildlife trade surveys and investigation, guidelines for placement of confiscated animals);

- Development and implementation of surveys into the wildlife trade in Vietnam to provide reliable data for the formulation/revision of policies and interventions for tackling illegal trade;
- Participation in field surveys to confirm the presence and conservation status of specifically selected species e.g. Rafetus Swinhoei; development and carrying out the conservation plans and responsive activities.
- Provision of high quality written technical reports and summaries in English and Vietnamese;
- Provision of technical and creative inputs to the development of WCS program activities, projects and strategies (including activity planning, design, budgeting, and fundraising) in Vietnam;
- Ensuring internal and external reporting (financial and narrative) is completed to schedule;
- Development and maintenance of good relationships with local partners/stakeholders;
- Acting as WCS's representative at provincial and national level as required;

Required knowledge, Skills, Abilities

- A demonstrated ability to manage and implement program activities
- Minimum bachelor/college degree. Preferred in conservation, or related field
- Minimum three years relevant work experience. Preferred in a position program officer. Experience with an NGO is preferred.
- Language: English and Vietnamese language is essential to effective performance in this position.
- Fluency in Microsoft Office (Word, Excel, Power Point). Knowledge of GIS software (ArcView or MapInfo), Photoshop preferred.
- Knowledge of, and/or previous work experience in, the conservation/environmental sector would be an asset;
- Responsible, 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 – HR Officer

Wildlife Conservation Society

3 Thanh Cong street, Ba Dinh district, Ha Noi.

Email: ntmy@wcs.org

Deadline for applications: 20th March 2017

Only shortlisted candidates will be contacted.