

Program Officer

Job Title: Program Officer

Reports To: Law Enforcement Coordinator

Department/Group: Law Enforcement Assistance

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 1,100 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 (PO) works under the supervision and supports the Law Enforcement Coordinator to engage and manage law enforcement network to support program achieve its objectives and goals. S/he involves in the development and management of actionable intelligence, manages relationships with law enforcement agencies, manages informant network in Viet Nam. The PO will promote counter-wildlife trafficking in Viet Nam among different stakeholder networks, including national governments, provincial governments, research institutions, international agencies, and local non-governmental organizations.

Principle Responsibilities:

- Manage relationships and coordination with law enforcement agencies in Viet Nam;
- Coordinates enforcement cooperation of inter-agency and inter-governmental/transnational on wildlife trafficking issues;
- Involves in the development of training modules with Vietnamese enforcement agencies and relevant pre-service training colleges/academies and develop packages for in-service officers. Executes enforcement training and curriculum development;
- Work with expert, investigator and informant networks to support wildlife identification and wildlife crime prosecution;
- Participate in the development and deployment of wildlife crime enforcement tools and enforcement monitoring system;
- Participates in the process of institutional and legal analysis to identify challenges and provide recommendations to improve enforcement effectiveness.
- Provides inputs into policy, legislative, institutional reviews and analysis;
- Performs other duties as requested by senior management.

Knowledge, skills, abilities:

- Minimum bachelor/college degree; Preferred in criminology, law enforcement, law or a related field.
- Minimum three years relevant work experience. Preferred in an organisation providing support to law enforcement agencies or within a law enforcement agency.
- Language: 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 intelligence analysis software preferred.
- Proven ability to organise events and conduct effective team work
- Reliable, enthusiastic and trustworthy.

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 – Human Resource Officer Wildlife Conservation Society 106, Building D, No. 3 Thanh Cong Street. Email: ntmy@wcs.org

Deadline for applications: 15th July 2017

Only shortlisted candidates will be contacted.