

JOB ADVERT

Position:	Combating Wildlife Trafficking Future Leaders Program National Coordinator (FLP National Coordinator)
Reports to:	<ul style="list-style-type: none">- CWT Technical Manager,- FLP Regional Coordinator
Supervises:	<ul style="list-style-type: none">- FLP Program Assistant cum Translator,- FLP Seconded Program Assistant
Location:	Ha Noi
Team/Division:	Law Enforcement Assistance
Position Type:	Full-time
Expected travel:	up to 25%

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. In Viet Nam, 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 nearly 1,200 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 Viet Nam's enforcement response. WCS's wildlife health expertise has been leveraged in Viet Nam to address core conservation issues, like wildlife trade, through collaborative research, training, and policy development.

Project Introduction:

The Wildlife Conservation Society (WCS) is launching a long-term initiative - The Combating Wildlife Trafficking (CWT) Future Leaders Program (FLP) - to build CWT commitment and the tactical, operational and executive capacity in law enforcement officers that will generate effective leadership in key national enforcement agencies. This represents a unique and pioneering approach to CWT leadership that will be the first to seek long-term sustainable changes, rather than short-term knowledge retention.

Job Summary:

The FLP National Coordinator will work under the supervision of the CWT Technical Manager and in close collaboration with the FLP Regional Coordinator. S/he is responsible for the

implementation of CWT Future Leaders Program in Viet Nam, assists FLP Regional Coordinator in liaising with government counterparts and plays a significant role in executing all designed activities and ensuring the expected deliverables under this program in Viet Nam.

Responsibilities:

A. CWT Future Leaders Program

1. In coordination with the FLP Regional Coordinator, leads the implementation and monitoring of the CWT Future Leaders Program in Viet Nam;
2. Coordinates with and provide advocacy to educational institutions and relevant government agencies to secure agreement and to conduct planned activities;
3. Works with partners and delegates to monitor and evaluate the effectiveness and implementation of the program;
4. Develops mechanisms and tools in assessing approaches of the CWT Future Leaders Program in Viet Nam;
5. Documents lesson learnt and success factors for sharing internally with staff working on the same program in other country/ countries;
6. Works with Program staff in charge of capacity building to coordinate all relevant capacity building activities under WCS Viet Nam program;
7. Oversees the FLP program communication in line with WCS's Communication Strategy
8. Manages the development of communication products under the FLP;
9. Oversees the management of the FLP program deliverables merged into WCS's knowledge management for WCS staff to find and use the necessary data effectively and efficiently.

B. Networking and Partnership

10. Supports and maintains partnerships with key government agencies at central and provincial levels in Viet Nam, research/academic institutions, CSOs, NGOs and individuals relating to wildlife law enforcement.

C. Workplan and Budget Management

11. Contributes to work plans, quarterly reports and all other requested reports;
12. Contributes to performance reporting for law enforcement support activities in WCS Vietnam.

D. Fundraising

13. Provides inputs in proposal development including technical and financial ones;
14. Supports other fundraising activities, as requested.

E. Others

15. Contributes to the development of WCS Viet Nam policies and strategies;
16. Acts as WCS's representative at the provincial and national level/meetings/workshops as required;
17. Supervises FLP Assistant cum Translator and the FLP Seconded Program Assistant;
18. Performs other tasks as assigned by the direct supervisor.

Minimum Requirements:

- 5 years of relevant experience as project/programme officer at international NGOs;
- Language: English and Vietnamese language is essential to effective performance in this position;
- Fluency in Microsoft Office (Word, Excel, PowerPoint);
- Knowledge of Viet Nam law enforcement systems;
- Knowledge of Viet Nam education systems, especially for police force.

Preferred Requirements:

- Previous experience in the conservation/environmental/capacity building sector;
- Experience in working with Government Ministries and Law Enforcement agencies;
- Working experience in an organisation providing support to law enforcement agencies or within a law enforcement agency.

Required Competencies

- Time management
- Critical thinking, problem solving and resourcefulness
- Task prioritization
- Work well under pressure
- Team building
- Accountability
- Result orientation
- Data management & analysis

Application Process:

Interested candidates, who meet the above qualifications should apply by online via this link:

<https://goo.gl/forms/h1W6ZJxOQe4JVt193> latest by **17:30 of 17 September, 2018.**

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

Please note that only short listed candidates will be contacted for interview.