



## **JOB ADVERT**

**Position:** Program Officer

**Reports to:** Grant Implementation Manager

**Location:** Ha Noi

**Team/Division:** Grant Coordination and Implementation

**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' 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 grant "Combating Wildlife Trafficking in Viet Nam" funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) (2018-2020) aims to enhance the Government of Viet Nam's commitment and capacity to investigate, arrest, prosecute, convict and sentence to the fullest extent of the law, the criminal organizations that perpetuate wildlife trafficking in Viet Nam. Three major grant objectives are i) strengthen Viet Nam's legislative frameworks to combating wildlife trafficking (CWT); ii) enhance Viet Nam's law enforcement and investigative capabilities to CWT; and iii) develop Viet Nam's prosecutorial and judicial capacity to CWT.

The grant "Enhancing enforcement cooperation between Mozambique, South Africa and Viet Nam to combat wildlife trafficking" funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) (2018-2020) helps enhance enforcement coordination to disrupt illicit transnational wildlife supply chains between South Africa, Mozambique and Viet

Nam. The grant is designed to target three objectives i) Establish trilateral cooperation between the governments of Viet Nam, Mozambique, and South Africa to investigate and prosecute wildlife crimes; ii) Enhance information sharing between the Governments of Viet Nam, Mozambique, and South Africa and iii) Seek closer cooperation by strengthening and improving existing legal coordinating mechanisms.

**Job Summary:**

Under the direct supervision of the Grant Implementation Manager, the Program Officer is responsible to provide technical oversight of program management and implement activities from assigned grants. S/he also participates in the formulation, implementation, and monitoring and evaluation of program activities.

**Responsibilities:**

**A. Grant implementation**

1. Involves and provides technical inputs in grant development, implementation, budgeting, and quality and output/outcome monitoring, with a preliminary focus of the two above INL grants and other future grants as appropriate;
2. Coordinates the generation of grant performance reports, providing inputs and reviews to financial reports, contributing to ensure the compliance with donors' policies and regulations.

**B. Networking and Partnership**

3. Nurtures networks and maintain effective collaborative relationships with stakeholders and relevant program partners;
4. Facilitates and strengthens inter-agency and international cooperation to combat wildlife trafficking;
5. Contributes to the management of partners databases.

**C. Fundraising**

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

**D. Others**

8. Contributes to the development of WCS Viet Nam policies and strategies;
9. Acts as WCS' representative at the provincial and national level/meetings/workshops as required;
10. Performs other tasks as assigned by the direct supervisor.

**Minimum Requirements:**

- Minimum bachelor/colleague degree in a relevant field such as biology, environment and laws;
- Excellent English and Vietnamese language skills;
- 3-5 years in the same position in an NGO/INGO/international organization; Proven ability to implement and monitor grants/projects;
- Fluency in Microsoft Office (Word, Excel, PowerPoint);
- Verified track record working with relevant government agencies and other partners on biodiversity conservation and/or wildlife trade;

**Preferred Requirements:**

- Knowledge of, and/or previous work experience in the conservation/environmental sector and/or the development sector or within a law enforcement agency;
- Knowledge of illegal trafficking of wildlife or other black market commodities (e.g. humans, narcotics, weapons);
- Knowledge of government institution, national wildlife legislation and cross-agency cooperation mechanism.

#### **Required Competencies**

- Time management
- Communication
- Team building
- Accountability
- Result orientation
- Budgeting

#### **Application Process:**

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

<https://goo.gl/forms/KK00iyuxLe8u3Sj53> 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.***