

Dec 26, 2018

International Program Manager

ABOUT ENV

Education for Nature – Vietnam (ENV) was established in 2000 as Vietnam's first non-governmental organization focused on the conservation of nature and the protection of the environment. ENV combats the illegal wildlife trade and aims to foster greater understanding amongst the Vietnamese public about the need to protect nature and wildlife. ENV employs creative and innovative strategies to influence public attitudes and reduce demand for wildlife trade products. ENV works closely with government partners to strengthen policy and legislation, and directly supports enforcement efforts in the protection of endangered species of regional, national, and global significance.

For more details about what we do, visit our website: www.envvietnam.org

POSITION DESCRIPTION

Position: International Program Manager

Location: Hanoi, Vietnam

Reports to: ENV Management Board

Contract term: 3-month probation followed by one-year contract minimum

The International Program Manager is tasked with the following duties and responsibilities:

Main Responsibility:

- Editing
- Play a primary role in writing & editing internal and external reports on ENV activities
- Actively assist with writing funding proposals
- Provide English language support to enhance quality and content of information flow to a broader base of ENV friends and supporters

Special projects

- Provide assistance to the Operations Director and management board on special events and projects, to help ensure that ENV programs and activities meet output requirements and conform to the quality and value expectations of the organization
- Support Communications and Public Awareness program when needed. Some experience working with films is an advantage.
- Other duties and special assignments as assigned by ENV Operations Director & ENV Management Board

REQUIREMENTS

- Native English speaker
- Excellent verbal and written communications skills
- Supervisory and management experience desirable
- A passion for wildlife conservation
- Ability to work under pressure and meet deadlines

- Strong multitasking and time management skills
- Prior employment in Vietnam (preferred)

How to apply:

Candidate please send CV to email: thuthuytran.env@gmail.com;

Subject: [ENV - TNH0119] International Program Manager - Fullname

Contacted information:

Education for Nature - Vietnam (ENV)

Room 1701, Block 17T5, Hoang Dao Thuy street, Cau Giay district, Hanoi

Phone: (0243) 6281 5424

Interested candidates are invited to visit ENV websites & Facebook for further understanding about ENV.

For more details about what we do, visit our website:

English language: www.envietnam.org

Vietnamese language: www.thiennhien.org