



Programme Officer - Medicinal and Aromatic Plants & Timber trade

Status:	Open (<i>currently receiving applications</i>)
Vacancy #:	1280
Unit:	TRAFFIC SouthEast Asia
Organization:	TRAFFIC International (TRAFFIC)
Location:	TRAFFIC – Southeast Asia, Hanoi, Viet Nam
Reporting to:	Head of Office - Viet Nam
Work percentage:	100%
Function group:	-
Expected start date:	01 May 2016
Type of contract:	Fixed-term (12 months)
Closing date:	18 April 2016

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. It actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of the World Wide Fund for Nature (WWF) and International Union for the Conservation of Nature (IUCN).

TRAFFIC works to support a sustainable and equitable wildlife trade and combatting the illegal wildlife trade, including in medicinal and aromatic plants (MAPs) and timber products. For the MAPs trade programme work is focussed on promoting best practice in the botanical sector to support conservation, healthcare and livelihoods – the FairWild Standard. TRAFFIC's current project in Viet Nam on MAPs is funded by the Darwin Initiative (UK). It aims to address the uncontrolled and unsustainable harvesting and trade of MAPs. This project approaches and engages a wider set of stakeholders along the value trade chain and local authorities from the grassroots to the national level to better manage MAPs resources and improve the livelihoods of local collectors in the Bac Kan province. This project aims to improve market opportunities and skills in sustainable harvesting practices for wild MAPs, increase income of 1000 low-income households in Viet Nam by 20%, reduce overexploitation and provide models for replication across other provinces in Viet Nam.

The work on timber focusses creating sustainable and legal trade with timber being one of the most traded wildlife commodity, as well as combatting the illegal trade of timber.

SPECIFIC DUTIES AND RESPONSIBILITIES

The main tasks of the Programme Officer – MAPs & timber trade Focus, will include, but not be limited, to the following:

- Provide technical, logistical, and administrative support to project activities aligned with individual project and TRAFFIC program objectives
- Manage and coordinate the implementation of the Darwin Initiative project activities to the current MAPs project to achieve project outcomes including budget planning and management;
- Liaise with relevant government counterparts and coordinate with project partners to ensure timely, efficient and effective implementation of project activities;
- Assist in defining and developing key messages for use in project activities;
- Ensuring all project-related electronic information including pictures, publications and other material is saved in an easy accessible format in the relevant One Drive folder;
- Undertake translation of documents from Vietnamese to English and vice versa;
- Support all communications efforts which help to enhance visibility and promote the efforts of the project;
- Assisting in defining and developing key messages for use in project activities;
- Take a lead role in the organization of training courses, workshops and meetings;
- Ensure regular reporting of activities and project progress to the Senior Programme Officer and Head of Office.
- Shows initiative to draft the periodic and final technical reports clearing deadlines for review to Head of Office and Regional Director
- Develop concepts and assist in preparation of project proposals and funding applications with a focus on MAPs and Timber;
- Provide technical input and logistical support to other wildlife related activities and projects
- Perform other tasks as required by the Head of Office and Senior Programme Officer.

Major Outputs/Key Performance Indicators

- Management and delivery of project activities and project administration (such as forecasting and budgeting) as part of the project team facilitated by the Head of Office;
- Delivery of project outputs and project reports within the scheduled timeline and as agreed by the Head of Office;

- Attend team meetings providing updates on project progress and liaise/communicate with the team to streamlining the wide range of project efforts;
- Reporting on project progress to Head of Office and Senior Programme Officer when required.

REQUIREMENTS

- Must be Vietnamese due to work with local government officials
- Minimum 3 years' experience working in related projects in Viet Nam – timber trade, Medicinal and Aromatic Plants, Sustainability projects, Certification, Trade Legislation etc;
- Experience working with an international organization is desirable;
- Demonstrated project management skills;
- Sound understanding of Vietnamese culture and working with local communities;
- Sound knowledge of and experience working with government at different levels;
- Excellent negotiation and communication skills;
- Excellent command, both verbal and written, of both Vietnamese and English languages;
- Creative, flexible and able to work under pressure whilst still adhering to deadlines.
- The ability to implement project work across the different TRAFFIC programs
- The ability to travel regularly to project locations in Viet Nam or sometimes internationally when required.
- A passion for the natural world and/or an understanding of conservation, and environmental and sustainability issues
- Other necessary traits: professional, lateral and creative thinker; flexible; team player; accountable; and a personal commitment to a zero-tolerance to wildlife crimes during and outside office hours.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=1280>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges.

IUCN works on biodiversity, energy, human livelihoods and greening the world economy by supporting scientific research, managing field projects all over the world, and bringing governments, NGOs, the UN and companies together to develop policy, laws and best practice.

IUCN is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world.

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