



## JOB ADVERT

<b>Position:</b>	Program Officer, Capacity Building
<b>Reports to:</b>	Capacity Building Manager/CWT Technical Manager
<b>Location:</b>	Ha Noi
<b>Program:</b>	WCS Viet Nam
<b>Position Type:</b>	Full time
<b>Internal liaison:</b>	Combating Wildlife Trafficking Future Leaders Program (FLP) Regional Coordinator and/or Director for Asia Counter Wildlife Trafficking (CWT)
<b>Expected travel:</b>	Approximately 30%. (As required within the country, occasionally to Asia if/when needed, and to donor/technical meetings as needed/possible)

### **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. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

### **WCS Viet Nam Program Overview:**

WCS has been working in Viet Nam since early 2006 to strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking. It has established a well-respected presence in the country, providing support to a range of government agencies. WCS Viet Nam have generated a wide range of reliable data on a number of related issues and trained about 1,200 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. It has 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. Its wildlife health expertise has been leveraged in Viet Nam to address core conservation issues, like wildlife trade, through collaborative research, training, and policy development.

**Job Summary:**

Under the supervision of the Capacity Building Manager/CWT Technical Manager, Program Officer will work in close collaboration with the FLP Regional Coordinator. S/he is responsible for the implementation of capacity building program of WCS Viet Nam including 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.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet WCS Viet Nam program needs.

**Responsibilities:**

**A. *Capacity Building and CWT Future Leaders Program***

1. Involves and provides technical inputs in grant development, implementation, budgeting, and quality and output/outcome monitoring, with a focus of grants of Capacity Building and CWT Future Leaders Program ;
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.
3. In coordination with the FLP Regional Coordinator, leads the implementation and monitoring of the CWT Future Leaders Program in Viet Nam;
4. Coordinates with and provide advocacy to educational institutions and relevant government agencies to secure agreement and to conduct planned activities;
5. Works with partners and delegates to monitor and evaluate the effectiveness and implementation of the FLP;
6. Develops mechanisms and tools in assessing approaches of the CWT Future Leaders Program in Viet Nam;
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;
10. Documents lesson learnt and success factors for sharing internally with staff working on the same program in other country/ countries.

**B. *Networking and Partnership***

11. 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;
12. Facilitates and strengthens inter-agency and international cooperation to combat wildlife trafficking;
13. Contributes to the management of partners databases.

**C. *Workplan and Budget Management***

14. Contributes to quarterly reports and all other requested reports;

**D. *Fundraising***

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

**E. *Others***

17. Contributes to the development of WCS Viet Nam policies and strategies;

18. Acts as WCS's representative at the provincial and national level/meetings/workshops as required;
19. Performs other tasks as assigned by the direct supervisor.

**Minimum Requirements:**

- Minimum bachelor/colleague degree in a relevant field such as biology, environment;
- Excellent English and Vietnamese language skills;
- Minimum 3 years of related experience in a similar position;
- 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;
- Proven ability to organise events.

**Application Process:**

Interested candidates, who meet the above qualifications should apply by online via this link: <https://goo.gl/forms/jtwab8FFFWAWVB792> latest by 17:30 of 30<sup>th</sup> November, 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.***