



WWF for a living planet®

## JOB DESCRIPTION

**Position title:** Wildlife Program Coordinator, WWF-Vietnam  
**Reports to:** Conservation and Program Development Director (CPDD)  
**Supervises:** Wildlife Practice staff and consultants as required  
**Location:** Hanoi Vietnam with frequent travel to project areas and other countries in the Greater Mekong region as required  
**Date:** July 1<sup>st</sup>, 2018

### I. Background:

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

The Vietnam program of work around wildlife focuses on two key elements; conservation of wildlife in-situ and addressing the illegal wildlife trade's impacts on wildlife, both globally and locally.

WWF-Vietnam's in-situ wildlife conservation work revolves around coordinating in-situ protection of wildlife in key landscapes, including the Central Annamites Landscape, Yok Don National Park and locations in the Mekong Delta. Target wildlife species have been identified, and require innovative approaches to conservation and monitoring in collaboration with landscape managers and other Program Coordinators.

The keystone to WWF-Vietnam's illegal wildlife trade work is operationalised through the WWF network's High Impact Initiative (HII) on "Closing down Asia's ivory markets". This initiative places great emphasis on the Greater Mekong Region, because the legal ivory markets in China were closed on December 31, 2017 and consequently the demand for ivory in the countries of the Greater Mekong region (Myanmar, Thailand, Laos, Cambodia, and Vietnam) has increased. The HII plans to build an effective policy engagement capacity in the region that persuades governments to close domestic ivory markets. Work also includes reducing demand for ivory and rhino horn among Vietnamese nationals and international tourists.

### II. Major Functions:

The Wildlife Program Coordinator is the technical lead and country focal point for Wildlife related initiatives in WWF-Vietnam. The role is responsible for strategic direction of the program, identifying and developing funding opportunities, acting as representative on technical issues in relevant fora and overseeing the effective coordination, planning, management, implementation and monitoring of projects and activities related to Wildlife in the country. He/she also leads the implementation of the action plan developed under the WWF Ivory HII initiative for closing down ivory markets in Vietnam, including curtailing the markets and the trafficking, and reducing demand for ivory products. The Wildlife Program Coordinator is responsible for ensuring cohesion and alignment between WWF-Vietnam, Greater Mekong Wildlife and Wildlife Trade teams, and the broader WWF Network within the Wildlife Practice.

### III. Major Duties and Responsibilities:

#### ***Wildlife Program development, implementation and management***

- Develop, maintain, adapt, monitor and ensure implementation of the Vietnam Wildlife Practice Strategy;
- Take responsibilities for overall planning, management, implementation and monitoring of projects and activities within the Wildlife Practice to fulfil country practice goals and outcomes, supporting the completion of the country conservation strategy and ensure integration of Wildlife program work into WWF Monitoring and Evaluation mechanisms;
- Manage staff under direct line management, providing relevant training, coaching and capacity building and ensuring they deliver on their performance objectives;
- Where allocated, manage project activities, project budgets and reporting including preparing progress reports, monitoring technical, financial and administrative aspects and ensuring all project requirements are met;
- Act as coordinator between Wildlife Program activities and staff, Conservation and Program Director, Greater Mekong Wildlife and Wildlife Trade teams and the Global Wildlife Practice;

- Work extensively with the Greater Mekong and Global Wildlife Practice teams to ensure integration into relevant High Impact Initiatives and Areas of Collective Action and Innovation and ensure WWF-Vietnam representation within the wider WWF network;
- Work across national boundaries, especially with WWF teams in Cambodia, Laos and China, to ensure coordination and conservation impact.
- Monitor, update and report on Critical Contributions under the Vietnam Wildlife Practice;
- Review and sign-off on all technical outputs in relation to Wildlife conservation produced by WWF-Vietnam.

#### ***Technical inputs and capacity building for Practice team in Vietnam***

- Provide strategic guidance and strategic capacity building for Wildlife program staff/teams;
- Provide technical support and training to staff in relation to Wildlife conservation.
- Provide support, capacity building and mentoring for practice project teams based on their needs and in line with the practice strategy;

#### ***Ivory HII implementation***

- Lead implementation of the action plan developed under the Ivory HII initiative for closing down the ivory markets in Vietnam;
- Lead policy advocacy activities against ivory trade in Vietnam, in coordination with the relevant teams in WWF-Vietnam and in the region;
- Support communication of outcomes of Ivory HII activities in Vietnam through the WWF Network and external channels;
- Coordinates with WWF regional and global Ivory HII coordinators;
- Oversee demand reduction work in relation to both Chinese and Vietnamese consumers of ivory and rhino horn.

#### ***Fundraising***

- Identify funding opportunities for the Wildlife Program from different sources, including within the WWF Network, external PSP donors, corporates, partners etc;
- Develop and maintain relationships with strategic donors relevant to the Wildlife Program to ensure WWF-Vietnam priorities represented in donor strategies and funding opportunities maximized;
- Develop, implement and monitor the funding strategy for the Wildlife Practice;
- Act as technical lead for fundraising opportunities within Wildlife program and coordinate with fund raising functions (including PSP, Corporate Relations and Major Donors) to develop technical concepts/proposals and associated budgets;
- Support technical staff in the field of Wildlife to provide inputs into proposal development.

#### ***Representation, Communication, Networking***

- Responsible for networking including establishing relations with all key stakeholders, to implement the policy and advocacy strategy for the program;
- Represent WWF-Vietnam in national and international meetings, conferences and workshops as appropriate;
- Act as focal point for WWF-Vietnam communications in relation to Wildlife, through close collaboration with the communications department.

#### ***Other***

- Undertake other relevant works as assigned by CPD.
- Provide regular updates to the CPD on technical implementation, staffing and funding opportunities and shortfalls.

### **IV. Key Areas of Focus:**

1. *High Value Wildlife Commodities.* WWF-Vietnam engages in reducing the availability and demand of high value wildlife products of rhino horn and ivory. The central aspect of this work is the Ivory High Impact Initiative, "Closing Asia's Ivory Markets," for which Vietnam is a priority country for implementation. The Wildlife Program Coordinator is responsible for driving the Ivory HII in WWF-Vietnam, through:
  - a. Drive a policy agenda through Vietnam's NIRAP, CITES mechanisms and others to address rhino horn and ivory availability and support delivery of improved enforcement;
  - b. Oversee demand reduction work in relation to both Chinese and Vietnamese consumers of high value wildlife commodities;
  - c. Develop, manage and implement the Ivory HII strategy and ensure co-benefits in relation to rhino horn where appropriate;

- d. Act as a coordinator for WWF-Vietnam in all areas in relation to high value wildlife commodities, with special focus on the Ivory HILL, acting as focal point within the WWF Network, and advocate outside the network for related issues;
  - e. Lead the Wildlife Support Network's Ivory Working Group on behalf of WWF-Vietnam;
2. *Species Conservation.* WWF-Vietnam has a strong focus on species conservation within our core landscapes of Central Annamites and Eastern Plains. The Wildlife Program Coordinator is responsible for overseeing:
    - a. Work disrupting the supply chain of wildlife from within these landscapes to end consumers to address wild meat consumption driving population declines;
    - b. Oversee sound science based monitoring of priority wildlife species;
    - c. Support preparation for Cambodia's reintroduction of tigers and conservation efforts for elephants in Yok Don National Park, including enforcement support to PA staff and community engagement actions (e.g. Human-Elephant Conflict);
    - d. Act as an advocate and representative for species conservation issues both within the network and with partners and stakeholders.

## V. Profile:

### Required Qualifications

- Master's or higher degree in Wildlife, or in relevant fields.
- At least 8 years of experience in project management in an international/national development organisation or similar, of which at least 5 years should be in a related field.
- In-depth knowledge and understanding of development and conservation issues and the context of Vietnam and the Wildlife field.
- Experience with strategy and programme development, including successful fundraising.
- Experience of working with Government officials, local communities and donors.
- Fluency in English both written and spoken;
- Computer literacy (e.g. Microsoft office, relevant conservation software, etc).

### Required Skills and Competencies

- Strategic thinking skills to ensure the program is relevant, networked and impactful;
- Leadership skills to drive the Wildlife Program objectives, advocate among peers and partners, support project staff and ensure relevance;
- People management skills including staff management and support, capacity development and coaching, developing teamwork, negotiation skills and conflict resolution;
- Project management skills including project planning, coordination, time management and logistics;
- Financial management skills, including budget preparation and management and oversight of financial administration procedures;
- Networking, coordination, and facilitation skills for both internal and external audiences and partners;
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization;
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

## VI. Working Relationships:

1. **WWF-Vietnam internal:** work under supervision of and reports directly to the Conservation & Program Development Director. Supervise project staff implementing program activities. Interact on a regular basis with other functions including other Program Coordinators, Fund Raising (i.e. PSP, Corporate Relations and Major Donors); Monitoring & Evaluation, Communications and Finance Unit.
2. **WWF Network:** Connect to, liaise with, develop partnerships between and provide input into the broader WWF Network on behalf of the WWF-Vietnam office, especially in relation to the global Wildlife Practice teams, donor offices and Greater Mekong regional teams in Wildlife and Wildlife Trade, to ensure the achievement of the Vietnam Wildlife Practice Strategy, and global goals and outcomes. Interact on a regular basis with WWF regional and global coordinators of the Ivory HILL and coordinate with other country teams (especially WWF-Cambodia and WWF-Laos) to ensure transboundary conservation impact.
3. **External:** Interacts with government agencies at national, provincial and district levels, private sector entities, civil society organisations, academic institutions, the media, and donors and partners.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: