

JOB DESCRIPTION

Position title: Project Manager – Stop Illegal Wildlife Trade and Consumption Advocacy, Voices for Diversity-Safeguarding Ecosystems for Nature and People
Reports to: Illegal Wildlife Trade Manager, WWF-Vietnam
Supervises: Project team
Location: Hanoi, Viet Nam
Start date: 01 November 2021

I. Background

WWF was one of the first International non-government organizations working in Viet Nam. 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 (find out more at <http://vietnam.panda.org/>). WWF recognizes that its employees are its most important asset. A competent workforce thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Widespread illegal hunting and snaring and subsequent Illegal Wildlife Trade (IWT) is the key driver for overexploitation of many of Viet Nam’s species and is responsible for local extinctions and broad scale population declines of wildlife in the country. The central drivers of these threats to wildlife are a complex interaction between, cultural norms, increased populations and increased wealth. Demand for threatened wildlife species as food, medicine, pets, private collection, and decorations is still high, and illegal trade in endangered, precious, and rare species is increasingly organized. The legal framework as it pertains to the conservation of biodiversity, and wild species in particular, is not consistent, while the role and integration of indigenous people and local communities (IPLCs) and civil social organizations (CSOs) in environmental governance process and decision-making is not fully appreciated.

The “Voices for Diversity–Safeguarding Ecosystems for Nature and People” (VfD), a 3-year Sida-funded project, aims to deter IWT. The Project has two main objectives (1) strengthening capacity of CSOs and raising awareness of IPLCs to undertake effective advocacy for the inclusive conservation of biodiversity which contribute to reducing demand for illegal wildlife and wildlife products; and (2) promoting good governance, raising awareness and social responsibility of Government agencies to combat and deter IWT through increased accountability and responsiveness. The geographical focus of the project is nationwide, with field-based community engagement work focused in and around the Central Annamites Landscapes, an area of high biodiversity that is home to large groups of indigenous and local communities (IPLCs), especially ethnic minorities.

To achieve the Project’s objectives and commitments in deterring IWT that poses an enormous threat to species survival and biodiversity, WWF-Viet Nam is looking for a passionate and competent project manager who would take leadership to drive the Project forward as a dynamic member of Wildlife Practice team.

II. Major Functions

The position offers an exciting opportunity for the selected candidate to be part of and make remarkable contributions to sustaining a counter wildlife trafficking movement led by WWF-Viet Nam, through stop IWT and demand reduction efforts. Under overall direction and supervision of National IWT Manager, the Project Manager is responsible for technical management and leadership to ensure final delivery of the VfD project’s objectives and missions. This position will work as focal point to lead and coordinate project work-planning, management, implementation, M&E; oversee grant mechanism for CSO partners in compliance with WWF’s contractual obligations; and ensure close collaboration between the project and partners and other relevant stakeholders in the project sites. Specifically, he/she will be responsible for the daily operation and implementation of the VfD project.

III. Major Duties and Responsibilities

1. Manage the Voices for Diversity-safeguarding Ecosystems for Nature and People project including overall planning, development of work plan for implementation and monitoring of the project activities, producing progress report, supervising the financial and administrative aspects to make sure all donor requirements and deadlines are met, final project objectives and KPIs are achieved;
2. Design and lead advocacy processes in close coordination with relevant national and local authorities, line ministries based on the project IWT assessment findings on negative impacts of the illegal wildlife trade on the national economy, society, public health and national reputation index leading to the consent of the National Assembly to stop the illegal trade and consumption of wildlife;
3. Ensure successful engagement and consensus of the National Assembly, relevant government agencies, policy champions and other project partners to deliver key advocacy targets including the National Assembly leaders' official statement to support counter wildlife trafficking, followed by an official guidance/open letter with urgent measures to stop IWT and a national action plan framework to be implemented at targeted provinces;
4. Manage project budget and project team;
5. Manage consultants under the project including hiring and monitoring the progress and following-up with administrative procedures to make sure all the WWF's policy on procurement are followed;
6. Supervise and provide technical support to consultants to develop sound research methodology, questionnaires, conduct surveys, data analysis and write reports to ensure the quality of the quantitative and qualitative research;
7. Oversee partnerships and small grants to local CSOs/IPLCs supporting their work in IWT and advocacy;
8. Lead and engage with the "IPLC/CSO working group to combat IWT" established in inception phase to support the Project's activities in line with the agreed terms of reference;
9. Design, roll out, monitor the progress and impacts of campaigns, including communications initiatives in close cooperation with the government key partners to ensure the campaign KPIs and the project objectives are achieved and aligned with key IWT assessment findings;
10. Provide support on policy advocacy to and work closely with other IWT projects (HII initiative and community-based illegal wildlife trade control), Sida-funded projects to ensure quality and synergetic impacts of the whole IWT activities and to ensure the efficiencies and effectiveness of the fund resources;
11. Provide inputs for new proposal development on IWT control and IWT policy advocacy;
12. Perform other tasks under IWT scope as appropriate.

IV. Profile

Required Qualifications and Experiences

- Bachelor/(preferably masters) on environmental communication/campaigning, international relations, policy advocacy, natural resources management, environmental management, or relevant fields;
- At least 5+ years of working experience in an environmental government agency, environmental NGO, or relevant international development agency, of which at least 2 years in the field of advocacy communication for environmental policy change;
- Demonstrated experience and proficiency in policy advocacy including proven success record in advocacy / behavior change communications driving to policy change;

- Good understanding of the political, social and cultural context of Vietnam, policy development mechanism, in connection to consumption of wildlife that drives the illegal trade in wild species in Vietnam and outside Vietnam; supply and demand drivers link to social norms and behaviors of the wildlife consumers in the Vietnam context;
- General knowledge of the Vietnamese environmental priority, socio-economic, political and cultural characteristics as well as knowledge of the GVN's environmental priorities, policies, and procedures.

Required Skills and Competencies

- Strong leadership and partnership skills;
- Strategic thinking to ensure the sustainable impactful results in project implementation;
- Creative event concept design and organization and communications for policy change;
- Good project planning, coordination, time management, budget estimate and adhering to financial and logistical procedures;
- Excellent presentation, communications, public speaking and negotiation skills;
- Strong team work and effective cooperation with government and CSO partners;
- Fluent in spoken and written English and Vietnamese;
- Willing to travel outside of the workplace and, as needed, the country;
- Computer literacy (e.g. Microsoft office, internet, data analysis tools and digital communication software);
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Demonstrates WWF behaviors in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Working Relationships

Internal: Work in close collaboration with technical project staff of IWT and wildlife conservation teams, communication team, financial team of WWF-Viet Nam. Engage with and support other field staff as required;.

External: Based in WWF office with regular working with the government partner office of MONRE and liaise between and work with government partners of BCA, relevant divisions of National Assembly, research institutes/universities, NGO partners, CSOs Association, private sectors, consultants, and related stakeholders.

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.