

JOB DESCRIPTION

Position Title:	Combatting Wildlife Trafficking Training Coordinator , USAID Saving Threatened Wildlife
Direct reports to:	Law Enforcement Technical Lead, USAID Saving Threatened Wildlife
Indirect report to:	CWT Partnership Technical Lead, USAID Saving Threatened Wildlife
Supervises:	Consultants as necessary
Duration:	April 2024 – March 2025
Location	National, Viet Nam (Ha Noi or Ho Chi Minh City preferred)

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. 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.

The USAID Saving Threatened Wildlife project is a 5-year project that commenced in July 2021. The project aims to increase Viet Nam's leadership in countering wildlife trafficking through enhancing the commitment of Government of Vietnam (GVN) leaders at the national and provincial levels, increasing effectiveness of wildlife law enforcement, and reducing demand and consumption of illegal wildlife products. To realize this, USAID has identified the following key Strategic Approaches: 1) Engage and develop political and local leaders to address Counter Wildlife Trafficking (CWT); 2) Strengthen law enforcement; and 3) Reduce consumer demand.

To support the delivery of Strategic Approach 1 & 2, WWF is seeking a **CWT's Training Coordinator**.

II. Major Functions:

Reporting to the Saving Threatened Wildlife project's Law Enforcement Technical Lead, the **CWT's Training Coordinator** is responsible for supporting the advancement of the project's training and capacity-building activities and delivery of training targets.

The Training Coordinator will lead the development and adaptation of insight-led training approaches on countering wildlife trafficking and illegal wildlife trade, in partnership with project partners and stakeholders including law enforcement agencies, private sector businesses, civil society organizations and journalists.

S/he will manage and deliver key training priorities and capacity-building activities under both Strategic Approach 1 & 2 including 1) training knowledge management, development of training plans and strategies 2) building capacity for judicial, law enforcement officers to enforce CWT laws, 3) building capacity for Vietnamese businesses in the targeted sectors such as finance, technology transport & logistics, and journalists to identify and address illegal wildlife trade (IWT) associated risks.

III. Major Duties and Responsibilities:

- Lead the adaption and roll-out of a multi-year capacity development plan for law enforcement agencies (including police, forest protection, customs, market surveillance),
- Support the adaption and roll-out of online training material for the private sector, including financial and e-commerce businesses and associations, and companies in the transport sector,
- Support the development and delivery of training for investigative journalists and reporters,
- Ensure the training strategy aligns with project objectives and supports the identified strategic approaches.
- Coordinate with project partners to develop and finalize training plans and schedules, facilitating discussions and reaching agreements on the time, location, and participants for the training.

- Coordinate with project partners to ensure compliance with the regulations of the sponsor and the Vietnamese Government by carrying out the necessary procedures to apply for permission to organize training sessions and project events.
- Organize and coordinate training courses with relevant partners to enhance their understanding and involvement in countering wildlife trafficking.
- Identify and supervise external trainers where appropriate, including facilitation and moderation of group sessions.
- Monitor and evaluate the impact and effectiveness of training activities, regularly reporting progress and recommending adjustments as needed.
- Assist the project teams in preparing project reports, work plans, budgets, and providing inputs to technical documents.
- Contribute to the monitoring, evaluation, and learning of the project, including the compilation of lessons learned, success stories, and stories of change for dissemination.
- Performing other duties as requested by the Deputy Chief of Party, the Law Enforcement Technical Lead and Partnership Technical Lead.

IV. Profile:

Required Qualifications

- Bachelor's degree and a minimum of 5 years of professional experience, or advanced degree with 3 years' experience, in a relevant field such as education, capacity building, conservation, natural resource management, governance, law or law enforcement.
- Demonstrated experience in the development and delivery of training courses.
- Practical experience in managing and delivering different types of training and capacity building activities (online, offline and hybrid) for participants from both public and private sectors.
- Experience in evaluating capacity needs and providing capacity development to relevant agencies responsible for the prevention, detection, interruption of smuggling/trafficking and prosecution of wildlife related cases.
- Familiarity with USAID's training concepts and procedures, including Leahy vetting, is an advantage.
- Experience and confidence in working and negotiating with key law enforcement, judicial, and business partners and relevant stakeholders at all levels.
- Familiar with environmental and conservation's issues in Vietnam including good understanding of illegal wildlife trade and its law enforcement.
- Good knowledge of the Convention of International Trade in Endangered Species of Fauna and Flora (CITES), the Conservation Biodiversity Framework (CBD) and wildlife management frameworks.
- Awareness of application of safeguards in relation to law enforcement and human rights.
- Previous experience working in a USAID project or with relevant INGOs is an advantage.

Required Skills and Competencies

- Good organization, planning, management of technical activities.
- Analytical and practical problem-solving skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints.
- Good presentation, training skills as well as report writing skills.
- Fluency in both oral and written Vietnamese and English.
- Soft skills: networking and inter-personal skills; collaboration; teamwork; presentation, communications, and public speaking skills.

- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal: Work closely with the Law Enforcement Technical Lead and CWT Partnership Technical Lead and the project team on managing and delivering training priorities; work with the WWF-Viet Nam Wildlife Practice Lead, regional Law Enforcement Technical Advisors and international offices, communication team, regional corporate partnership team as required for international trafficking issues.

External: Engage with central and provincial government counterparts responsible for law enforcement, interact with local and international organizations, and national CSOs, business and associations as relevant to achieve training and capacity building targets.

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 need.