



## JOB DESCRIPTION

**Position Title:** Counter Wildlife Trafficking Project Officer, USAID STW Activity, WWF-Viet Nam (2 positions)  
**Direct reports to:** Law Enforcement Lead (SA2), WWF-USAID STW program  
**Duration:** May 2022 – March 2026  
**Location:** Ha Noi, Viet Nam

### 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**” Activity is a 5-year program starting from July 2021 to June 2026. 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 champions to address Counter Wildlife Trafficking (CWT); 2) Strengthen law enforcement; and 3) Reduce consumer demand.

To support the delivery of Strategic Approach 2, WWF is seeking **Counter Wildlife Trafficking Project Officers** (2 positions).

### II. Major Functions:

Reporting to the Saving Threatened Wildlife project’s Law Enforcement Technical Lead, the **Project Officer** is responsible for supporting the advancement of the project’s engagement with law enforcement partners to enable the effective and successful application of the law against wildlife trafficking cases.

S/he will be expected to deliver activities related to strengthening law enforcement, including 1) building the capacity of justice and enforcement agencies to apply CWT laws, 2) enhancing national and international inter-agency coordination to strengthen enforcement responses, 3) building capacity for relevant authorities to manage and monitor wildlife farms to reduce trafficking opportunities.

Under the supervision of the Law Enforcement Technical Lead, the Project Officer will work with law enforcement agencies, judiciary and relevant agencies including Forest Protection Department (FPD), police, customs, border guards, market surveillance, prosecutors, judges, CITES Management Authorities (CITES MA) and CITES Scientific Agencies (CITES SA) with a view to supporting assessments of the law enforcement situation, responding to gaps, and supporting solutions for strengthening law enforcement in combating wildlife crime.

### III. Major Duties and Responsibilities:

- Support the Law Enforcement Technical Lead in developing and coordinating a capacity development program for law enforcement and judicial agencies, CITES MA and CITES SA at national and provincial levels.
- Support the engagement with key stakeholders, and progress the agenda, on wildlife farming regulations.
- Support the development of inter-agency law enforcement collaboration on CWT at provincial, national and international levels, including the potential for bi-lateral agreements between Viet Nam and source countries.
- Support to the development of approaches for more thorough and cooperative search procedures at ports (land, sea, and air), including the potential application of tech solutions.
- Support the organization, timely preparation and coordination of training courses, workshops & meetings.
- Build and maintain alliances and/or support relationships with relevant agencies.

- Support the project team 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/stories of change for dissemination.
- Perform other duties as requested by the Deputy Chief of Party and the Law Enforcement Technical Lead.

#### **IV. Profile:**

##### **Required Qualifications**

- Bachelor's degree in conservation – related field, natural resource, governance, law or law enforcement, criminology, policy administration, police science and investigation study.
- At least 3 years of practical experience in area(s) related to the above-mentioned area(s).
- Fundamental knowledge in violation's identification, investigation, prevention, and enforcement as well as legal procedures of a criminal case.
- Experience in evaluating capacity needs and providing capacity development to relevant agencies responsible for the prevention, detection, interruption of smuggling and prosecution of wildlife related cases.
- 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.
- Familiar with environmental and conservation's issues in Vietnam including good understanding of illegal wildlife trade and its law enforcement.
- Awareness of application of safeguards in relation to law enforcement and human rights.
- Experience in working in INGO or USAID is an advantage.
- Experience in working with justice and law enforcement agencies including police, environmental police, customs, border army, forest protection department, prosecutors and judges is an advantage.

##### **Required Skills and Competencies**

- Good organizing/planning, managing technical activities, and 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.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.
- 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 the project team on wildlife law enforcement delivery; work with the WWF-Viet Nam Wildlife Practice Lead, regional Law Enforcement Technical Advisors and international offices 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 as relevant to law enforcement delivery.

*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.*