

JOB DESCRIPTION

Position Title:	Corporate Partnerships Officer , USAID Saving Threatened Wildlife (STW) Activity
Direct reports to:	Partnership Technical Lead (SA1), USAID STW Activity, WWF-Viet Nam
Supervises:	N/A
Duration:	April 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 1, WWF is seeking a **Corporate Partnerships Officer**.

II. Major Functions:

Reporting to the Saving Threatened Wildlife project’s Partnership Technical Lead, the **Corporate Partnerships Officer** is responsible for supporting the advancement of the project’s engagement and partnership priorities with the private sector through innovative, insight-led private sector outreach strategies that increase private sector buy-in and leadership to counter wildlife trafficking (CWT) efforts, and leverage businesses and business associations to influence change towards “zero-tolerance for wildlife consumption”.

S/he will be expected to oversee and deliver the key priorities and activities under the Strategic Approach including 1) knowledge management, private sector engagement and outreach action plan, 2) facilitating structured collaboration and mechanism within key business sectors that promote model championing behavior, networking and advocacy for relevant policy/practice changes, 3) building resilience and capacity for Vietnamese businesses to identify and address illegal wildlife trade (IWT) associated risks (legal, financial and reputational) through mainstreaming CWT regulation into corporate social responsibility (CSR) and related business policy arrangement.

III. Major Duties and Responsibilities:

- Support the development and roll-out of a multi-year private sector outreach action plan that contributes to identifying priorities and engaging the business sector in CWT efforts;
- Coordinate policy engagement of the private sector with the GVN agencies at national and provincial levels, e.g the Division of Private Sector Research and Economic Development (Division IV), private sector businesses and other stakeholders to support the delivery of the project objectives;
- Support corporate buy-in and partnership development for CWT activities within their respective sectors with a focus on transport and logistics (land, air and maritime), e-commerce, financial services and, through CSR and business association platforms;
- Work directly with private sector companies and businesses associations to encourage key business leaders to become CWT champions;
- Support the engagement with business chambers of commerce, business associations to amplify impacts through their business communities and develop CSR/Code of Conduct/Internal regulations commitments to combat wildlife trafficking and consumption;
- Support the organization, timely preparation and coordination of training courses, workshops, meetings, etc., relevant to the private sector
- Work with the project communication team to ensure branding compliance, media coverage and visibility of project activities
- Support the project team in preparing project reports, work plans and budgets and providing inputs to technical documents;

- Contribute to the monitoring, evaluation and learning, 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 Partnership Technical Lead.

IV. Profile:

Required Qualifications

- Bachelor's and a minimum of 5 years professional experience in a relevant field such as business management, sustainability management, supply chains, international trade, conservation, natural resource management, international development, or advanced degree with 3 years' experience.
- Practical experience in project management within conservation, trade and/or private sectors, including experience in engaging with business communities in Viet Nam.
- Familiar with environmental and conservation issues in Viet Nam with good understanding of illegal wildlife trade and consumption issues and businesses' roles in sustainable development.
- Comprehensive understanding and insights of relevant industries and sectors as identified.
- Experience and confidence in working and negotiating with business partners and relevant stakeholders at all levels.
- Proven track record and experience in CSR policy and business sustainability targets.
- Previous experience working on a USAID project or with relevant private sectors is an advantage.

Required Skills and Competencies

- Excellent interpersonal, networking, communication and diplomacy skills, "can do" attitude, systematic in approach, team player,
- Experience in working with business leaders
- Ability to manage multiple stakeholders in crunch situations and comfortable with presenting and public speaking;
- 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;
- Entrepreneurial, results-oriented, prospect-focused, strategic and intuitive.
- Attention to detail, diplomacy and discretion
- Fluency in both oral and written Vietnamese and English;
- 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 Partnership Technical Lead and project team on private sector engagement, the WWF-VN Public Sector Partnership team, communication team, regional corporate partnership team, WWF-US Online Coalition team

External: Interact with national government agencies, local and international organizations, private sector business and business association leadership, CSO community, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation.

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.