



JOB DESCRIPTION

Position Title:	Partnerships Technical Lead , USAID CWT Activity, WWF-Viet Nam
Direct reports to:	Chief of Party (COP), WWF-USAID CWT program
Supervises:	Project Officers for corporate and CSO engagement and consultants as required
Duration:	July 2021 – July 2026
Location	Ha Noi City, Viet Nam

This position is open for Vietnamese citizens only

This position is subject to project award, funding, and USAID approval

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 Counter Wildlife Trafficking**” Activity is a 5-year program starting from June 2021 to July 2026. The Activity 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 realise this, USAID has identified the following key objectives: 1) Engage and develop political and local champions to address CWT; 2) Strengthen law enforcement; and 3) Reduce consumer demand.

II. Major Functions:

Reporting to the project’s Chief of Party (COP), the **Partnerships Technical Lead** is responsible for technical management and thought leadership of Strategic Approach 1. This position will act as the coordinator of all external partnerships with the public, private and CSO sectors to ensure structured outreach and messaging to identify and develop champions who can contribute to countering illegal wildlife trade in these areas.

The ideal candidate will have a Master’s degree Public Policy, Public Relations, Corporate Communications, Natural Resources Management, Environmental or Conservation Management, Business Administration or relevant fields and 5+ years of experience in high level political and corporate engagement action, with preference for candidates with expertise in the natural resource management field. The candidate should have expertise in policy development and/or Corporate Social Responsibility.

III. Major Duties and Responsibilities:

The Partnerships Technical Lead key roles and responsibilities include but are not limited to the following:

- Oversee a multi-sectoral assessment and plan of action for CWT in public, private and CSO sectors;
- Liaise with GVN at national and provincial levels, civil society organizations, private sector companies and other stakeholders to support delivery of the project objectives;

- Coordinate inter and intra-sectoral initiatives on CWT, inter-ministerial dialogues and inter-jurisdiction dialogues to drive a CWT agenda at the highest levels;
- Lead the development of an advocacy strategy to engage each target champion group (political leaders, CSOs and corporate sector);
- Develop corporate buy-in and partnerships for combatting wildlife trafficking within their respective sectors (with a focus on tourism, transport and logistics, traditional medicine, e-commerce, and financial services) through CSR mechanism and business associations platforms;
- Engage business Chambers of Commerce and business associations to magnify impacts through membership and develop CSR commitments for addressing wildlife trade;
- Deliver a capacity assessment and training program for CSO development in the CWT space and drive the development and coordination of CSO platforms;
- Manage and oversee a small grants mechanisms for CSOs to support improved CSO capacity to engage in policy advocacy work on CWT;
- Lead development of annual work plans and budget for Strategic Approach 1 in close collaboration with the Project team and ensure their smooth implementation;
- Work in close collaboration with Project team, and the WWF country team to prepare and submit deliverables and complete relevant reporting requirements on schedule for Strategic Approach 1 for submission to USAID;
- Contribute to review, learning, adaptation, and reporting by the project as part of the senior management team and working closely with the COP and other technical leads to ensure integration of SA1 activities across the project logic;
- Oversee a technical team and short-term consultants to ensure monitoring and quality of deliverables;
- Performs other duties as requested by the Chief of Party or his/her designate.

IV. Profile:

Required Qualifications

- A Master's degree in Public Policy, Public Relations, Corporate Communications, Natural Resources Management, Media Coordination, Environmental or Conservation Management or relevant fields;
- At least 10 years of post-graduate, full time, applied working experience in high level public and private sector engagement and relationship management on issues of natural resource management, preferably in relation to illegal wildlife trade;
- Demonstrated experience in Corporate Social Responsibility programs and influence;
- A demonstrable understanding of illegal wildlife trade issues in Vietnam;
- Knowledge of M&E methodologies (USAID AMEL processes preferred), quality assurance, and work planning processes;
- Previous experience on USAID projects preferred;
- Excellent understanding of Political, Economic, Social, Technology, Legal and Environment (PESTLE) contexts in Viet Nam will be an advantage.

Required Skills and Competencies

- Strong leadership skills;
- Liaising skills with government and corporate counterparts;
- Strategic thinking and development of strategic plans;
- Report writing skills for a variety of audiences;
- Excellent presentation, communications, public speaking and negotiation skills;
- Interpersonal and influencing skills
- English and Vietnamese fluency, both written and spoken;
- 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: Interact on a regular basis with COP and DCOP positions, works with finance department including procurement, communications lead, Project Managers in other programs especially IWT, Conservation Director. Liaises with USAID Biodiversity Conservation Activity technical leads.

External: Interact with central and provincial governments counterparts, 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