**JOB DESCRIPTION**

**Position title:** Technical Advisor - Wildlife, WWF-Vietnam  
**Reports to:** Conservation and Program Development Director (CPDD)  
**Supervises:** Consultants as required  
**Location:** Hanoi, Vietnam with travel to project areas and other countries in the Greater Mekong region as required  
**Date:** October, 2020

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. WWF-Vietnam is part of WWF-Greater Mekong which operates in five countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at [http://vietnam.panda.org/](http://vietnam.panda.org/)

The Vietnam program of work around wildlife focuses on two key elements; conservation of wildlife in-situ and addressing the illegal wildlife trade’s impacts on wildlife, both locally and globally.

WWF-Vietnam’s in-situ wildlife conservation work revolves around coordinating in-situ protection of wildlife in key landscapes, including the Central Annamites Landscape, Yok Don National Park, Southern Annamites Landscape and locations in the Mekong Delta. Target wildlife species have been identified and require innovative approaches to conservation and monitoring in collaboration with landscape managers and other Program/Project Coordinators.

WWF’s illegal wildlife trade revolves around addressing threats to wildlife through a supply chain approach at the landscape level. This includes protected area management and law enforcement, community engagement and livelihood development, investigative work, supporting the judiciary, market monitoring and consumer demand reduction. WWF also addresses international wildlife crime around high value commodities (e.g. ivory and rhino horn) through advocacy work and demand reduction approaches. WWF is also engaged on tiger farm and wildlife farm issues to both reduce demand for commodities (e.g. ivory and rhino horn) through advocacy work and demand reduction approaches. WWF is also playing a coordinating role in Viet Nam for the IUCN SSC Asian Wild Cattel Specialist Group’s Saola Working Group (SWG) who collaboratively to conserve saola, and to leverage saola as a flagship for conservation of the bio-cultural diversity of the Annamite Mountains as a whole. WWF Vietnam coordinate the efforts of partners across central and local government agencies to move towards the ultimate goal of restoring populations of saola.

II. **Major Functions:**

The Technical Advisor - Wildlife position supports technical inputs into the overall biodiversity monitoring and wildlife related initiatives in WWF-Vietnam. The role contributes to strategic direction of the program, leading oversight of the technical quality of wildlife related work, identifying and developing new approaches, and funding opportunities, provision of technical guidance, trainings and support, acting as a WWF representative on technical issues in relevant fora. He/she helps ensure cohesion and alignment between WWF-Vietnam and the broader WWF Network within the Wildlife Practice.

Besides, the Technical Advisor - Wildlife will take the role as National Coordinator for the Saola Working Group (which is managed on behalf of the SWG by WWF in Viet Nam), which requires coordination with national and international partners on Saola detection, capture, breeding and reintroduction. This position works in both a technical role and as political liaison and requires reporting and financial management.

III. **Major Duties and Responsibilities:**

1. **Wildlife Practice Lead (30%)**
   - Contribute to the development, maintenance, adaption, monitoring and ensure implementation of the Vietnam Wildlife Practice Strategy in relation to species conservation;
   - Support WWF and partner staff providing relevant training, coaching and capacity building;
   - Act as a technical advisor on projects with wildlife elements under their own management structures, including CarBi II Project and USAID Biodiversity Activity as well as smaller wildlife related projects. Indicative activities include:
Elephant conservation: human elephant conflict mitigation, assessing migration corridors, leading technical approaches for elephant collaring and monitoring, forward planning for elephant population management.

Saola conservation: supporting approaches for detection of saola using camera traps and other approaches (e.g. leeches, eDNA) and the development of ex-situ facilities and partnerships.

Primate conservation: supporting approaches for monitoring primates.

Wildlife monitoring: supporting the extensive camera trapping regime conducted by WFW and partners to ensure quality of data and analysis and ensuring this feed into planning and strategy for improved conservation outcomes.

Lead technical work and oversight of wildlife translocations conducted through partnerships

Screening of project proposals under the USAID Species Conservation Fund and providing technical support to grantees

Supporting Illegal Wildlife Trade work including tiger farm phase out and addressing wildlife farms and risk of zoonotic disease.

Developing a program of work on migratory bird conservation to support the WWF Flyways Initiative in Viet Nam

Leading academic publications based on new and existing data sets.

Lead on wildlife policy work with associated government agencies.

- Where allocated, manage project activities, project budgets and reporting including preparing progress reports, monitoring technical, financial and administrative aspects and ensuring all project requirements are met;
- Work extensively with the Greater Mekong and Global Wildlife Practice teams to ensure integration into relevant High Impact Initiatives and Areas of Collective Action and Innovation and ensure WWF-Vietnam representation within the wider WWF network;
- Monitor, update and report on Office Contributions under the Vietnam Wildlife Practice;
- Provide technical support and training to staff in relation to Wildlife conservation.
- Identify funding opportunities for the Wildlife Program from different sources, including within the WWF Network, external public sector donors, corporates, partners etc. and act as technical lead for fundraising opportunities including developing technical concepts/proposals and associated budgets;
- Develop and maintain relationships with strategic donors relevant to the Wildlife Program to ensure WWF-Vietnam priorities represented in donor strategies and funding opportunities are maximized;
- Networking including establishing relations with all key stakeholders, to implement the policy and advocacy strategy for the program;
- Represent WWF-Vietnam in national and international meetings, conferences and workshops as appropriate;

2. National Coordinators for Saola Working Group (20%)

- Coordinate regular meetings with national partners to give updates on SWG activities and priorities; gain updates from them on their contributions to Saola conservation and ensure that they are completing agreed activities;
- Support implementation of partners work which contributes to Saola conservation;
- Provide technical support for saola detection efforts;
- On agreement with the Political advisor, conduct regular meetings with government offices to ensure that permissions are progressing in a timely manner;
- Ensure communication materials are provided to SWG Communications Coordinator for monthly updates, 6 monthly and annual reports, as well as other needs for publicity and donor reporting.
- Work closely with the Laos PDR National Coordinator to ensure consistency of approach with partners, and reporting, and with Chair of AWCSG and GB;
- Provide technical input to future strategic planning for SWG and collate data for saola status review as required by GB;
- Coordinate financial reporting to financial host of SWG and Governance Body, where grants have been issued to partners;
- Contribute to fundraising proposals and lead on national level fundraising at request of GB.

V. Profile:

Required Qualifications

- PhD in Wildlife related field.

- At least 8 years of experience in project management/research in an international/national development organisation or similar, of which at least 5 years should be in a related field.
- In-depth knowledge and understanding of development and conservation issues and the context of Vietnam and the Wildlife field, including wildlife trade issues.
- Experience with strategy and programme development, including successful fundraising.
- Experience of working with Government officials, local communities and donors. Fluency in English both written and spoken;
- Computer literacy (e.g. Microsoft office, relevant conservation software, etc.).

**Required Skills and Competencies**

- Strategic thinking skills to ensure the program is relevant, networked and impactful;
- Leadership skills to drive the Wildlife Program objectives, advocate among peers and partners, support project staff and ensure relevance;
- People management skills including capacity development and coaching, developing teamwork, negotiation skills and conflict resolution;
- Project management skills including project planning, coordination, time management and logistics;
- Financial management skills, including budget preparation and management and oversight of financial administration procedures;
- Networking, coordination, and facilitation skills for both internal and external audiences and partners;
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization;
- Demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging.

**VI. Working Relationships:**

1. **WWF-Vietnam internal**: work under supervision of and reports directly to the Conservation & Program Development Director. Work collaboratively to technically support other wildlife program staff. Interact on a regular basis with other functions including other Program Coordinators, Fund Raising (i.e. PSP, Corporate Relations and Major Donors); Monitoring & Evaluation, Communications and Finance Unit.

2. **WWF Network**: Connect to, liaise with, develop partnerships between and provide input into the broader WWF Network on behalf of the WWF-Vietnam office, especially in relation to the global Wildlife Practice teams, donor offices and Greater Mekong regional teams in Wildlife and Wildlife Trade, to ensure the achievement of the Vietnam Wildlife Practice Strategy, and global goals and outcomes. Interact on a regular basis with WWF regional and global coordinators of the Ivory HII and coordinate with other country teams (especially WWF-Cambodia and WWF-Laos) to ensure transboundary conservation impact.

3. **External**: Coordinate closely with the Saola Working Group senior management and technical partners. Work with government partners in relevant ministries (e.g. MARD and MONRE), with civil society organisations and research partners and in some cases the private sector. Work with external donors for fundraising and reporting.

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.

Prepared by Supervisor: 

Date:

Accepted by Staff member: 

Date: