Title: Project Implementation Officer
Duration: 1 year full-time
Duty Station: TRAFFIC Greater Mekong Programme office in Ha Noi, Viet Nam

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild plants and animals is not a threat to the conservation of nature. TRAFFIC is a joint programme of WWF, the conservation organization, and IUCN – The World Conservation Union. TRAFFIC monitors wildlife trade at international, regional and national levels – researching both domestic and international chains of supply and demand to identify interventions to increase the efficiency of management. TRAFFIC works closely with governments, providing critical information on the impacts of trade, motivating efforts to increase the ecological sustainability of trade in wild species, and helping to improve enforcement of international wildlife trade controls.

TRAFFIC is currently seeking to recruit a Vietnamese national to assist with the implementation of TRAFFIC’s programme of activities in Viet Nam. The main tasks of the Project Implementation Officer will include:

- Provide technical, logistical, and administrative support to all projects and activities implemented under the Greater Mekong Programme;
- Assist with the recruitment and coordination of national and international consultants hired to support the implementation of the activities under the Greater Mekong Programme;
- Engage in research activities aimed at better understanding the legal and political framework relevant to wildlife trade;
- Provide support with the preparation of project and programme progress reports for submission to TRAFFIC International and donor agencies;
- Support research efforts to document national, regional and global trade dynamics linked to South East Asia;
- Assist in the preparation of concepts papers and project proposals for submission to donors and other funding bodies;
- Assist with the organization of TRAFFIC training courses, workshops and meetings;
- Develop and maintain strong working relationships with government counterpart agencies;
- Help ensure good relationships and maintain TRAFFIC’s key partners in Viet Nam.

Qualifications
- Masters degree in environmental studies/ natural resource management, or related fields;
- Demonstrated project coordination skills;
- Sound knowledge of government organizations operating in Viet Nam;
- Experience working with government agencies and government officials;
- Sound understanding of environmental, wildlife trade, and conservation issues;
- Critical thinking and aspiration for high quality deliverables;
- Excellent communication and negotiation skills;
- Strong training skills;
- Excellent command of English and Vietnamese languages;
- Minimum 5 years experience working in a similar position or field;
- Experience working with an international organization desirable;
- Creative, flexible, independent and able to work under pressure; and
- Willing to travel regularly.

Applications
Please send your current CV along with an application letter addressing the responsibilities outlined above in English by email to Mr. Sulma Warne at swarne@traffic.netnam.vn no later than Friday 30 May 2008. Only short-listed candidates will be contacted for an interview. TRAFFIC is an equal opportunities employer.