



## JOB ANNOUNCEMENT

Position:	Project Manager
Project:	Confiscation And Management Of Live Wildlife As Evidence, That Promotes Conservation, Health, Welfare And Successful Prosecution
Reports to:	Senior One Health Advisor, WCS Health Program with dotted line to the Counter Wildlife Trafficking (CWT) Program Manager, Andes-Amazon-Orinoco (AAO)
Location:	Regional: Latin America or Asia
Country Program/Sector:	Health Program; Global Conservation Program (GCP), Andes-Amazon-Orinoco (AAO) and Southeast Asian Archipelago (SEAA)
Start date:	November 1st, 2021
Position Type:	Full Time for 2 years, with the possibility of extension
Application deadline:	October 6 <sup>th</sup> , 2021
<i>Internal liaison:</i>	WCS GCP Health Program Executive Director, Regional Directors for AAO and Southeast Asia Archipelago (SEAA), and Project consultants. WCS CWT Executive Director, and WCS staff working on the project in relevant regional and country offices (Bolivia, Colombia and Indonesia), Country/Deputy Directors, and Regional Business Managers for AAO and SEAA
<i>Expected travel:</i>	Approximately 10%-20%. As required within the countries/regions, and to donor/technical meetings as needed/possible, dependent on COVID-19 travel restrictions and/or WCS's Travel Policy.

### **Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive

alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat, and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS has led a number of CWT projects in the AAO and Southeast Asia regions (Mekong and SEAA), with support from different U.S. agencies and foundations. Through these investments, WCS works with civil society on wildlife and forest management and with government agencies on improving administrative procedures and law enforcement. This work includes building capacities, policies, and mechanisms for domestic and international enforcement coordination and cooperation.

WCS is launching a new initiative funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) that aims to increase the capacity of governments to ensure the health and well-being of seized live wild animals and of the humans handling them. Through this initiative, WCS will work initially with our government partners in Bolivia, Colombia, and Indonesia to institutionalize high welfare standards for live wildlife along the entire chain of custody of this 'living evidence' to facilitate successful prosecution of criminal actors perpetrating these serious crimes and maximize their future benefits to the conservation of wild populations. This initiative draws upon WCS's unique expertise at global and national levels in wildlife health, counter-wildlife trafficking, and field conservation, and close relationships with Government stakeholders.

### **Job Summary:**

The objective of this position is to provide coordination and project management for this new WCS initiative across WCS thematic programs (i.e. Health and CWT), country programs (Bolivia, Colombia, and Indonesia), and regions (AAO and SEAA region), to ensure we meet the goals and support national teams to deliver high-quality activities with our partners, fully compliant with WCS and the donor policies.

### **Principle responsibilities:**

This position will, first and foremost, support the coordination and successful implementation of WCS's INL-funded 'Confiscation And Management Of Live Wildlife As Evidence, That Promotes Conservation, Health, Welfare And Successful Prosecution' project, in the AAO and SEAA regions, and with WCS's Health and CWT programs globally. The main tasks are, in consultation with relevant WCS staff and other partners as appropriate, to:

- Conduct regular virtual meetings with country and regional financial and technical leads to build good working relationships and track project implementation;
- Engage regularly with the Health Program, project consultants, country and regional financial and technical leads to coordinate planning, monitoring, and reporting of the INL Confiscation And Management Of Live Wildlife project, to ensure donor expectations and project deliverables are met according to the technical proposal;
- Support financial and programmatic execution and compliance with donor and WCS's internal policies, and procedures and report regularly to the Senior One Health Advisor, CWT Program Manager, AAO, and Regional Business Managers for AAO and SeAsia;
- Review annual work plans and budgets for the program together with all implementing units involved in project execution;

- In consultation with the relevant Program staff, develop and implement a monitoring and evaluation (M&E) plan and manage M&E for the project to meet objectives according to the budget and technical proposal;
- Ensure regular virtual communication and coordination between the global Health and CWT leads, project consultants, and the technical team and points of contact in charge of the implementation in each of the offices of the countries and regions involved;
- Chair and report regularly on project implementation progress to a Project Advisory Committee;
- Coordinate prompt preparation of and submit reports (technical and financial, intermediate and final) to the donor, including requesting and incorporating relevant technical and financial contributions from country, regional and global teams;
- Submit regular short updates of newsworthy events or results to the donor
- Provide information on the results, achievements, and impacts of the project for local, national, and regional dissemination;
- Act as secretary for the Project Advisory Committee in any meetings (virtual or in-person) convened with global Health and CWT leads, and the technical and financial implementing teams in each of the offices of the countries and regions involved;
- Organize planning and implementation meetings (virtual or in-person) with the technical team, leadership, and implementing partners as needed;
- Liaise with other WCS staff globally working on CWT and wildlife health issues, reporting on project progress and outcomes, and ensure smooth coordination of the work across regions;
- Perform other project-related functions delegated by Senior One Health Advisor and the AAO regional CWT Program Manager.
- Support if necessary development of complementary proposals.

### **Requirements:**

This position requires a minimum of the following:

- Strong interpersonal skills with proven ability to work across cultures in challenging conditions and managing multidisciplinary teams;
- At least 3-5 years of experience in project management (from project planning to closeout) in international cooperation projects (preferably funded by with U.S. government agencies) with non-profit entities, preferably in multi-country projects;
- A higher degree or equivalent experience in International Development or Relations, Business Administration, Nonprofit Management, or other relevant fields;
- Fluency in written and spoken English and Spanish;
- High level of organizational and planning skills;
- Ability to work well independently and as part of a team;
- Ability to take initiative and develop solutions quickly and effectively;
- Excellent written and oral communication skills

Preferred but not required:

- Experience working on projects related to environmental crime, wildlife health, conservation, wildlife trafficking, or on the rescue and rehabilitation of wildlife
- Experience working in any of the project countries
- Experience managing projects funded by USG or INL

- Basic knowledge of Bahasa Indonesia

**Application Process:**

Interested candidates who meet the above qualifications should apply online via the WCS career portal at: <http://www.wcs.org/about-us/careers>

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

***Please note that only short-listed candidates will be contacted for an interview.***