**Wildlife Program Specialist**

**Vacancy Announcement**

Humane World for Animals International, formerly called Humane Society International (HSI), an US-based NGO has its mission to animal protection and improve animal welfare. Humane World for Animals International works for the benefit of all type of animals, including wildlife, farm and companion animals through global efforts to address the root causes of cruelty and promote long-term change.

Humane World for Animals International has started operating in Viet Nam since 2013. The office is located in Hanoi to coordinate the implementation of four main programs in the country, including Animals Disaster Response, Companion Animals and Engagement, Farm Animal Protection and Wildlife.

### Humane World for Animals International in Vietnam is inviting applications from interested qualified and experienced Vietnamese candidates for the Wildlife Specialist position. The general purpose of the position is:

### To provide expert support and act as a key resource for the planning, execution and tracking of activities and initiatives associated with one or more wildlife protection projects, programs or campaigns in order to further the department’s goals and priorities.

### Essential duties and responsibilities

1. Coordinate and implement wildlife protection campaign activities in Viet Nam, including carrying out on-the-ground activities, preparing techical documents, scheduling calls and other communication between team members and/or relevant stakeholders, ensuring deliverables are produced in a timely manner, and other tasks as requested. (50%)
2. Assist the department with legislative, scientific, policy and other research and analysis as necessary to formulate and support arguments for maintaining and increasing wildlife protection in Viet Nam. To provide research on other high priority international wildlife issues as necessary. (20%)
3. Support the development of selected materials and communications including potential grants and applications; campaigns; social media posts and action alerts; reports and presentations; database searches; fact sheets and letters; and assisting with outreach efforts to the public, policymakers, organizations, and agencies. (10%)
4. Coordinate input for departmental reports, consultant efforts, joint projects with other organizations, memberships with professional organizations and intergovernmental agencies, and projects in conjunction with other departments. Assist in monitoring campaign progress. (10%)
5. Manage financial matters with vendors and partners including but not limited to timely submission and receipt of invoices, payments, etc. (10%)

**Position:** Wildlife Specialist

**Start date:** ASAP

**Requirement of the position:**

EDUCATION AND EXPERIENCE:

1. Bachelor’s degree in biology, forestry, ecology, environmental science, or related field preferred, or equivalent work experience. A master’s degree or higher is an advantage.
2. At least 5-7 years of professional experience, with a minimum of 3-5 years specifically in wildlife conservation and/or welfare.
3. Experience working with program or project management, government, and international agencies, NGOs, research institution(s), private sector and local communities.
4. Grant/proposal writing kills and training experience is preferred.
5. Experience in monitoring threatened species or conducting conservation communication efforts to support their protection is an advantage.

*NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:*

1. Proficient in Microsoft Word, Excel, and PowerPoint. Additionally, proficiency in using QGIS, MapInfo, Google Earth, and statistical programs such as Airtable, Timelapse and R is preferred.
2. Strong program and project management skills, including organizational and priority management skills for planning, executing, and following up on issues, projects, and daily responsibilities in order to meet established deadlines in an effective manner.
3. Attention to detail and commitment to excellence demonstrated by the delivery of high-quality and timely outcomes.
4. Strong written and verbal communication skills and professionalism with e-mail communications.
5. Proficiency in written and verbal communication in English is required.
6. Strong interpersonal skills and the ability to work well in teams.
7. Analytical, organizational and project management skills, with demonstrated ability to manage projects/campaigns efficiently.
8. Strong interest in animal protection issues preferred.
9. Experience with working or living overseas, an understanding of cultural sensitivity. Must be able to travel internationally.

**Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have ability to travel and to assist in field for various animal-related activities
2. Ability to periodically work long days outside standard work hours.
3. Ability to handle physical aspects of the job to include, but not limited to walking, jumping, reaching, moving, and lifting objects up to around 25kg above head height.
4. Ability to work around a wide variety of animals and in physically demanding and sometimes hazardous environments with potential exposure to zoonotic diseases
5. Ability to work in extreme weather conditions or in low light conditions with minimal visibility.

Please send a motivation letter with your CV with the subject: Application for Wildlife Specialist to email: [maitn@humaneworld.org](mailto:maitn@humaneworld.org) by Monday **June 2nd, 2025**. Please note that we will finish recruitment as soon as we find an appropriate candidate although the deadline is not due.