



Project Assistant – Wildlife Law Enforcement and Collaboration

Vacancy #:	5447
Unit:	TRAFFIC Central Africa
Organization:	TRAFFIC International (TRAFFIC)
Location:	Cameroon Country Programme Office, Yaoundé, Cameroon
Reporting to:	Wildlife-TRAPS Project Officer
Work percentage:	100%
Grade:	A3
Expected start date:	01 November 2020
Type of contract:	Fixed-term (23 months)
Closing date:	18 October 2020

BACKGROUND

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development.

TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues.

JOB DESCRIPTION

Characteristic duties:

The Project Assistant will support the Project Manager to ensure the effective implementation and communication of INL project activities as per the project objectives.

Specific duties:

- Support the successful implementation of the LE project activities and delivery of results as requested by the Supervisor.
- Develop and implement a communications plan for the project, targeting stakeholder groups in Cameroon as well as regional partners.
- Manage and coordinate news coverage and media releases with the Communications team in TRAFFIC head office.
- Design and produce ad hoc fliers and supporting communication materials for workshops and meetings.
- Establish and maintain contacts of relevant stakeholders in combating wildlife trafficking.
- Create and manage a comprehensive electronic filing system for the project.
- Manage the logistics (travel, hotel bookings) for participants of project training workshops and partner meetings in Cameroon and overseas.
- Organise and participate in meetings and workshops as required.
- Support the assessment of workshop participants before and after training.
- Assist with technical and quality control for work, including reviewing and editing text, reports.
- Assist in the preparation and submission of funding proposals.
- Assist in the management of project budgets and provision of financial reports as per donor requirements.
- Other project related duties as required.

REQUIREMENTS

- Minimum of a Master's degree in Communications, Journalism, or related studies.
- Minimum of five years proven work experience in a communications role.
- Excellent writing skills and the ability to understand and synthesise information from a range of sources.
- Excellent organization and project management skills, with proven ability in prioritising workloads & meeting deadlines.
- Strong networking skills and ability to work well within a team but at the same time, to show initiative and be proactive.
- Strong IT skills (Word, Excel, Powerpoint).
- Excellent attention to detail.
- An interest in wildlife conservation would be an advantage.

- Bilingual language skills - English and French essential.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/5447>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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