

TRAFFIC VACANCY ANNOUNCEMENT

TITLE: Regional Programme Manager - Southeast Asia
LOCATION: Kuala Lumpur, Malaysia
REPORTS TO: Executive Director, TRAFFIC International

CLOSING DATE FOR APPLICATIONS: 3 July 2009

TRAFFIC is seeking a Regional Programme Manager for its Southeast Asia programme. The Regional Programme Manager is based at TRAFFIC's Southeast Asia regional office in Petaling Jaya, Malaysia, where TRAFFIC is legally hosted by WWF Malaysia. In addition, a sub-regional office for the Greater Mekong operates in Viet Nam, a project office is hosted by IUCN in Thailand, and project staff are based in other countries of the region. The Regional Programme Manager will be supervised initially by the Executive Director of TRAFFIC International, the head office of the TRAFFIC Network, based in Cambridge, UK. This line management is likely to shift to a new senior programme director position before the end of 2009.

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. TRAFFIC actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. The organization was founded in 1976 and has grown into an international network, with 30 offices worldwide, organized in eight regional programmes. TRAFFIC is a joint programme of WWF and IUCN.

CHARACTERISTIC DUTIES

- Leads and co-ordinates implementation of TRAFFIC's global conservation programme within the Southeast Asia region and acts as TRAFFIC's primary representative for Brunei, Cambodia, Timor-Leste, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam.
- Leads the regional team and collaborates with senior colleagues in the TRAFFIC network in developing and marketing projects necessary to deliver the TRAFFIC global conservation programme as components of a regional work programme.
- Manages implementation of the regional work programme including activities in the areas of research, policy development, communications and capacity building and effective administration of an annual budget of about USD 1.5 million.

SPECIFIC DUTIES

- Represents the Southeast Asia regional team in development and management of TRAFFIC's global conservation programme
- Collaborates with senior colleagues in the TRAFFIC network in developing and marketing projects necessary to deliver the TRAFFIC global conservation programme as components of a work programme addressing wildlife trade issues in the region, including development of funding proposals and budgeting and scheduling of planned activities

- Manages implementation of the regional work programme, ensuring that the regional team delivers project results effectively, efficiently and to expected TRAFFIC quality standards
- Represents TRAFFIC in the region and maintains links and good working relationships with WWF, IUCN, governmental and intergovernmental agencies in Southeast Asia, major donors and relevant NGOs
- Liaises with the TRAFFIC network and relevant WWF and IUCN programmes and regional/national offices in Southeast Asia about events, developments and activities related to wildlife trade and utilisation
- Ensures effective public and policy communication and interacts in this respect with the media, government and non-government agencies, and with funding bodies and donor agencies
- Ensures that TRAFFIC has the institutional capacity to deliver its programme in the Southeast Asia region, including oversight of any sub-regional and project offices
- Supervises TRAFFIC staff and consultants in the region and manages personnel issues including staff development and training
- Manages the budget of TRAFFIC Southeast Asia and ensures effective administration and accounting of funds and the accurate and timely reporting of consolidated and project-related financial statements and accounts
- Ensures compliance with the terms of hosting agreements for TRAFFIC offices in the region and close liaison with WWF in Malaysia and any other host organisations
- Ensures preparation and submission of technical reports on activities and achievements (including six-month and annual activity reports) and project reports for funding agencies
- Represents the TRAFFIC Network at regional and international meetings

REQUIREMENTS

- Strong skills in programme management, planning and project implementation
- Good interpersonal and leadership skills and ability to work effectively as part of a small team, with respect for and sensitivity to multi-cultural approaches
- Project development and marketing experience and strong financial management skills
- Extensive professional work experience relevant to nature conservation, familiarity with major trends in biodiversity conservation policy and issues relevant to the trade in wild animals and plants
- Broad international experience and familiarity with conservation and socio-economic issues of the Southeast Asian region, preferably with several years of working experience in more than one Southeast Asian country

- A good understanding of CITES and other international nature conservation laws and agreements, of wildlife management and sustainable development issues, and of Southeast Asian policies regarding the conservation, use of and trade in biological resources
- A university degree in a relevant discipline (e.g. biology, political science, law or economics)
- Fluency in English, preferably a strong working ability in at least one Southeast Asian language, and excellent writing skills
- Communications skills and experience of working with the media
- A willingness to travel widely and frequently and work under pressure
- Familiarity with standard word processing, spreadsheet, presentation and database software, and with electronic communication technology

SUPERVISION: Supervises directly the senior staff of the regional office in Petaling Jaya, the Greater Mekong sub-regional office and the project office in Thailand.

APPLICATIONS

Applicants are asked to submit their CV and a covering letter in English. The letter must specifically address the job requirements in the order presented above. Applicants should further provide the names/contact details of three referees, including one recent employer.

Applications should be submitted, preferably by email with the subject header "Job Application: TSEA Regional Manager", before **3 July 2009** to:

The Executive Director
TRAFFIC International
219a Huntingdon Road
Cambridge CB3 0DL
UK

E-mail: traffic@traffic.org

For further information about TRAFFIC visit our website at <http://www.traffic.org>.