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| Job Title: | **Wildlife Rescue Project Coordinator – CARE** | Pos Cntl # |  |
| Reports To (Direct): | **Program Manager, Wildlife Rescue** | Job Code |  |
| Reports To (Indirect): |  |
| Supervises: |  |
| Department: | **Programs** | For US-based positions only: |
| Location: | **Brussels, Belgium; The Hague, Netherlands** | Salary/Hourly: |  |
| Full- or Part-Time: | **Full Time** | Date Approved: | **September 2021** | Classification: |  |
| **Job Description** |

This is a 2-year Fixed Term contract

Position Summary/ Objective

The International Fund for Animal Welfare (IFAW) is filling the position of Wildlife Rescue Project Coordinator after successfully securing a grant from the U.S. Department of State, Bureau of International Narcotics and Law Enforcement Affairs (INL) for the Confiscated Animals – Rescue & Enforcement (CARE) Project. The project is led by IFAW in partnership with Jakarta Animal Aid Network, Jane Goodall Institute and Legal Atlas. The overall purpose of this project is to combat wildlife trafficking and disrupt the criminal organizations that perpetrate this crime at a global scale and with a focus on Indonesia, Republic of Congo and Guyana. To ensure the achievement of CARE project outputs and outcomes the overall objective of the Wildlife Rescue Project Coordinator will be to coordinate project activities aiming to improve governments’ capacity to interdict illegal wildlife and to handle confiscated live animals, such that their evidentiary valued is maintained and they are kept in a humane and safe manner. This will involve assisting in CARE’s project high-level coordination with regards to financial aspects and communications and implementation of project activities. Such activities include but are not limited to needs assessments, training and capacity development, building of expert networks, legal assistance and contributing to the development of guidance, tools and resources.

Reporting to IFAW’s Wildlife Rescue Program Manager, this position will work closely with JAAN, JGI and Legal Atlas’ project teams as well as with IFAW’s contractors. This position can be based in IFAW offices in Belgium or the Netherlands with expected travels globally, as feasible, and is a 24-month contract commencing October 2021.

Role and Responsibilities

* In liaison with project partners and contractors, coordinate, facilitate and contribute to the smooth implementation and day to day operations of CARE project activities globally;
* Provide further operational support as and when necessary to the Project Manager;
* Assist in fostering the engagement and support of relevant stakeholders in the fields of law enforcement, wildlife management and animal health and welfare, as well as other stakeholders and experts in the target countries;
* In collaboration with IFAW’s Wildlife Rescue Program Manager and project contractors, contribute to the development of guidance, tools and resources related to the handling and care of seized or confiscated wildlife;
* Work closely with IFAW’s Animal Rescue Communications Lead to prepare press releases, reports, educational materials, and other documents;
* Compile and ensure timely submission of project updates, data and reports;
* Embody the values, mission, and vision of IFAW at all times.

Qualifications and Education Requirements

* MS/MA degree in wildlife conservation, veterinary sciences, animal welfare, or related field with wildlife-related course-work ideal;
* At least 3 years of project management experience in the field of wildlife conservation, and/or animal welfare. Experience working with law enforcement agencies desired;
* Possess a strong network within wildlife conservation, animal health and welfare related government authorities, international organizations and civil society. Field experience in the field of wildlife rescue would be a plus;
* Possess strong knowledge of the nexus between wildlife conservation, and animal welfare. Good knowledge of what wildlife crime entails and who the key actors are that aim to combat wildlife crime highly desired;
* Proven ability to facilitate and coordinate multi-stakeholder processes and maintain constructive contact with stakeholders in the field of wildlife conservation and/or animal welfare;
* Proven ability to communicate constructively with partners and funders and fulfil their reporting requirements;
* Proven experience assisting with grant management, budgeting, and grant reporting;
* Full working proficiency in English is required. Fluency in French, Spanish and/or Indonesian is a plus.
* Proven ability to work with diverse, multi-cultural teams;
* Ability to travel in Europe and globally, as required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities will change from time to time to meet the needs of the department and our company.

At IFAW, we aim to create and foster a workforce that reflects and contributes to the diverse, global community in which we work to improve the lives of both animals and people.    We are dedicated to fostering justice, equity, diversity, and inclusion so we actively encourage candidates from diverse backgrounds.

Signatures

This job description has been approved by Human Resource and reviewed by the manager and employee. Employee’s signature, below, constitutes employee’s understanding of the requirements, essential functions and duties of the position.

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |

How to apply

Send us your curriculum vitae & cover letter in English, naming each file: “*Full name* - CV/CL”.

Please send your applications to wildliferescue@ifaw.org stating in the subject line of the email: “WR Project Coordinator - *Full name*”.

The deadline is October 15th, 2021.