



Legal Assistant – Wildlife Law Enforcement and Collaboration

Vacancy #:	5448
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 Legal Assistant will support the Project Manager to ensure the effective implementation of INL project activities and reporting 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.
- Establish and maintain contacts of relevant stakeholders in combating wildlife trafficking.
- Develop a case tracking system for wildlife court cases in Cameroon and input information.
- Monitor wildlife cases in court and report instances of corruption and non-adherence to normal procedure.
- Support the organization of training workshops as required.
- 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.
- Assist in the preparation and submission of funding proposals for follow-on projects.
- Provide thoughtful input into the production of quarterly/annual technical reports and work plans and other documentation as required.
- Other project related duties as required.

REQUIREMENTS

- Minimum of a Master's degree in Law or related legal studies.
- Relevant and proven work experience in a legal role, including experience of case work in a court room context.
- Proven work experience in the area of combatting wildlife crime, corruption, and/or wildlife law enforcement.
- Relevant experience in data collection, legal analysis and drafting of legal documents.
- A good knowledge of policy and legislative frameworks in Cameroon as well as relevant institutions responsible for the implementation and enforcement of the same.
- Excellent project management skills, with proven ability in prioritising workloads & meeting deadlines.

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/5448>

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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