

TRAFFIC[®]

TRAFFIC Terms of Reference

TITLE:	Timber Support Officer
LOCATION:	TRAFFIC - East Asia (China), Beijing, China
REPORTS TO:	Project Manager
TRAFFIC GRADE:	TS3
PRESENT INCUMBENT:	Yuqi YANG

ORGANISATIONAL 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.

CHARACTERISTIC DUTIES

The Timber Support Officer will implement projects related to timber and other sustainable wildlife trade in TRAFFIC China under the supervision of Project Manager. This position is focused on NORAD project delivery, including providing technical inputs and updated information about related concepts, technologies and trends of timber and other sustainable wildlife trade in China and globally. The role also supports the communication with partners including organizations, companies, institutions, the government and other NGOs as needed.

SPECIFIC DUTIES

The main tasks of the Timber Support Officer will include, but not be limited, to the following:

- Conduct study on timber and other sustainable wildlife trade in China and globally including policy, market etc.
- Support in developing/localizing training materials for China Customs;
- Support in developing and organizing of trainings and events on timber and other sustainable wildlife trade for capacity building of government agencies, timber/other sustainable traders and other stakeholders;
- Communicate regularly with key partners including Chinese traders, governmental agencies, academics and communities;
- Support project manager in project reporting and other technical and administrative work;
- Other responsibilities required by Line Manager.

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REQUIREMENTS / EXPECTATIONS OF THE ROLE

- At least Master's degree in related fields, e.g. forestry, environment, or international trade;
- Minimal one-year professional experience in development areas. Knowledge related forest sector is preferred;
- Experiences in working with government agencies and industries would be an advantage;
- Excellent interpersonal skills and ability to work effectively as a part of a multi-regional team;
- Self-starter, who can quickly and efficiently take up complex responsibilities;
- Strong networking skills and ability to work in different cultural contexts;
- Bilingual: fluent Chinese (Mandarin) and English skills with demonstrated working experiences;
- Strong writer and communicator: with the ability to write clear, engaging, compelling prose in English critical, in other languages desirable;
- Familiarity with standard word processing, spreadsheet, presentation and data base software, and with electronic communication technology;
- Ability to multi-task, work under pressure and under deadlines;
- Willingness to travel;
- The candidate must be a Chinese national.

SUPERVISION

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[Last Updated July 2022]