**TRAFFIC Terms of Reference**

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| **TITLE**: | Project Manager |
| **LOCATION**: | TRAFFIC - East Asia (China), Beijing, China |
| **REPORTS TO**:  | Director |
| **TRAFFIC GRADE:**  | TP1 |

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| **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.  |
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| **CHARACTERISTIC DUTIES***The Project Manager will oversee the comprehensive implementation of the CTW DR Alliance project in China. This role entails supervising and coordinating with China-based project staff and partners to ensure the successful execution of project activities. Serving as the primary point of contact for project implementation and reporting, the Project Manager will report directly to the Director of TRAFFIC China while maintaining close collaboration with TRAFFIC GLO’s SBC Team to ensure the effective delivery of SBC-related activities. Furthermore, with the guidance of Office Director, the Project Manager will facilitate regular communication with other grantees involved in the CTW DR Alliance projects in China, as well as engage with key stakeholders, including government authorities, research institutions, and industry associations, to foster alignment and collaboration across all initiatives.* |
| **SPECIFIC DUTIES**The Project Manager will be responsible for the following key tasks, among others: * Overall project management and implementation, focusing on reducing demand for exotic and domestic endangered animal pets in China.
* Organizing, facilitating, and/or presiding over meetings, workshops, and other activities, while strengthening relationships with wildlife management authorities, conservation associations, industry associations, and research institutions.
* Developing comprehensive project reports, briefing papers, and other communication materials, and distributing them to relevant stakeholders.
* Overseeing data input and analysis from project staff and consultants.
* Ensuring compliance with TRAFFIC's research and data management protocols.
* Collaborating with the SBC Officer and implementation partners to assist in the execution of project components.
* Preparing technical reports for submission and working closely with the Office F&A Team and Global PSU Team on financial reporting.
* Utilizing the Project Monitoring and Evaluation (M&E) Plan to guide project implementation.
* Facilitating regular communication with other NGOs involved in the CTW DR Alliance project.
* Undertaking additional tasks as assigned by the line manager.

**Requirements:*** A postgraduate university degree in a relevant discipline (e.g., biology, social behaviour change, political science, or law).
* A minimum of three years of professional field-based experience in one or more of the following areas: demand reduction, market monitoring, capacity building, wildlife, fisheries, timber, natural resource management, or environmental law in China. Experience in animal pet and demand reduction-related matters is highly advantageous.
* Familiarity with major trends in illegal wildlife trade, wildlife consumption, and conservation issues in China and globally.
* Demonstrated experience in communicating program objectives and working with government and intergovernmental agencies, non-governmental organizations, and other conservation partners.
* Strong skills in program management, planning, and project implementation.
* Excellent interpersonal and leadership skills, with the ability to work effectively as part of a team and respect for multi-cultural approaches.
* Experience in fundraising and financial management.
* Fluency and excellent writing skills in both English and Chinese.
* Willingness and ability to travel frequently and work under pressure.
* Familiarity with standard software tools, including word processing, spreadsheets, presentation software, databases, geographic information systems, and electronic communication technologies.
* Ability to multitask, work under pressure, and meet deadlines.
* The candidate must be a Chinese national.
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| **SUPERVISION***NA* |
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