Job Description for Wildlife Crime Researcher (Pangolins)

About us

We investigate and campaign against environmental crime and abuse. Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

EIA’s activities come under four programmes of work: Climate, Forests, Ocean and Wildlife. EIA’s Wildlife Programme aims to reduce wildlife crime globally and consists of three core campaigns focused on Asian big cats, Elephants and Pangolins.

About role

EIA is seeking a skilled researcher with Chinese and English language skills to join EIA’s Wildlife Programme. This is an exciting opportunity for a candidate with the required language skills who can demonstrate excellent open-source research skills. The ideal candidate will have a proven ability to pro-actively and methodically collect and process large amounts of information and convey findings both in writing and verbally. They will work well within a team and be committed to working on global conservation and environmental issues.

The role is fixed term for a period of one year.

Main purpose of position:

Primary responsibilities of the Wildlife Crime Researcher (Pangolins) will include: conducting Chinese and English language research and analysis tasks related to the illegal and legal pangolin trade; transcribing materials; drafting internal reports in English; assisting various staff members with preparation of external advocacy materials for a variety of audiences; coordinating with EIA staff members; carrying out assigned administrative, co-ordination and project monitoring tasks; and contributing to strategic planning.

Salary: Grade 2 (1) – 28,000 – 32,000 (depending on skills and experience)

Organisational matters:

The Wildlife Crime Researcher (Pangolins) will report to the Senior Campaigner (Pangolins) with priority objectives and tasks determined by campaign strategies and workplans. The post holder will work within the Pangolin Campaign under EIA’s Wildlife Programme.
Responsibilities:

Research and analysis

- Collect, collate and analyse information on the global legal and illegal pangolin trade (across source, transit and consumer countries) from open and closed sources
- Monitor and interpret key developments relevant to the pangolin campaign such as scientific, legislative, law enforcement and policy developments particularly in relation to China, Asia and Africa
- Maintain the EIA pangolin seizure trade spreadsheet (seizure alert monitoring, data entry, data cleaning)
- Query the pangolin seizure trade spreadsheet upon request to produce graphs, charts and summary statistics
- Assist with the production of internal terms of references, briefs and reports in English
- Assist relevant staff members in preparing and disseminating compelling written and visual materials that advance campaign objectives
- Assist with the preparation of online content such as news posts, blogs, and social media messages
- Assist relevant staff members in planning for key campaign activities and trips
- Participate in relevant national, regional and international meetings/events as appropriate
- Liaise with external stakeholders and contacts such as governments, media and NGOs as appropriate

Internal communications:

- Work closely with staff in all departments to support delivery of projects and priorities in line with campaign strategies
- Transcribe and translate materials from Chinese to English and vice-versa
- Produce concise internal reports resulting from research activities/trips and meetings
- Share internally news on developments relating to the pangolin campaign
- Participate in regular internal campaign meetings

Information management

- Ensure pangolin campaign data, documents and outputs are organised and accessible through EIA’s information management systems (i.e. SharePoint)
- Assist with the collation, management and reporting of monitoring and evaluation data
- Assist with responding to public enquiries and information requests relevant to the pangolin campaign

Operational and administration

- Undertake assigned administrative activities related to budgets and expenditures, and project co-ordination and monitoring
• Assist with the development and use of the pangolin campaign project tracker
• Ensure pangolin campaign contact lists are kept up to date and are available to the team

Strategic Planning:
• Contribute to the development of the pangolin and other wildlife campaign strategies