



Wildlife Justice
Commission

Wildlife Justice Commission

Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation, leveraging the rule of law and the power of investigation to stop the extinction of our wildlife. Our mission is to disrupt transnational organised wildlife crime by exposing criminal networks and the corruption that enables them to flourish, by convincing – or if need be, pressuring – governments to enforce the law.

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a fulltime position available for an experienced, enthusiastic, and well-rounded

Special Advisor to the Executive Director

Full-time or part-time, 32 - 40 hours per week

Position Overview

The Special Advisor provides substantial support and advice for the Executive Director and acts as a sounding board. S/he also advises on governance matters and monitors applicable laws and regulations. The Special Advisor is also of significance as a trusted advisor and may at times attend meetings on behalf of the Executive Director. The Special Advisor role can be likened to a 'spider-in-the-web', one who has the overview and understanding of all of the various parts of the organisation and can bring the various pieces together. Reporting to the Executive Director, working together with the members of the Executive Board, Management Team and the Supervisory Board. The Special Advisor is Manager of the Administrative Coordinator and Office of the Executive Director on a day-to-day basis.

Tasks and Responsibilities

Support to the Executive Director

- Provides substantive input and advice to the Executive Director and acts as a sounding board.
- Drives execution of action items, planning processes, and top priorities agreed upon by the Executive Director and the Management Team.
- Handles the oversight of special projects that do not neatly fit within the organisational chart or that fall between departments or leadership areas of responsibility.
- Assists the Executive Director with communications within and outside the organisation, including preparing draft correspondence.





- Prepares and reviews presentations and meeting documents to ensure their high quality, and, on request, accompanies the Executive Director to meetings.
- On occasion and upon request, stands in for the Executive Director.

Support on Governance

- Organises and prepares the content of the organisation's board and committee meetings, prepares the decision-making processes.
- Advises on the legislation and regulations.
- Advises on governance and ensures that all relevant bodies work within the frameworks of their statutes and regulations.
- Ensures follow-up and implementation of the decisions taken.
- Manages the Administrative Coordinator, Office of the Executive Director on a day-to-day basis and ensures back-up.
- All duties related to the position, and which may reasonably be requested by the Executive Director.

Knowledge and Skills

- Outstanding attention to detail.
- Tact and diplomacy, negotiation and relationship-building skills.
- Reliability and discretion on confidential matters.
- Good team player and capable of working fully independently.
- Ability and seniority to stand in for the Executive Director at meetings on request.
- Proactive, with initiative and problem-solving skills.
- Adaptability, flexibility, and stress resistance.
- Eagerness and ability to “make things happen” properly, error-free and on time.
- Talent for planning, prioritising, time management and organising.
- Strong computer skills with the ability to work with a wide range of software tools, including MS Office.

Education and Experience

- Minimum of 5 years of experience in a substantive advising role at board level at a law firm or international organisation or similarly rigorous institution.
- Master’s degree in Law, International Relations, Public or Business Administration or equivalent from a recognised university or equivalent experience.
- Fluent in written and spoken English at CEFR level C2. Other languages at C2 level are an advantage.
- Excellent written and oral communications skills are essential to the role, including demonstrated experience in writing substantive memos, thorough advice, and preparing presentations addressed to external stakeholders.
- Comfortable in a multicultural environment, with colleagues of different nationalities and cultural backgrounds.





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We offer

- A contract for 32 - 40 hours per week (part-time/full-time).
- Work location is in the office in The Hague (staff) or elsewhere (Consultancy).
- Working hours follow the Executive Director's base in the Netherlands and the US, and sometimes other time zones of operations.
- An international environment and working in English.
- Competitive employment conditions.
- A chance to make a difference.

Looking to make a difference for wildlife?

Please email your CV and motivation letter in English by email only to careers@wildlifejustice.org. CVs without motivation letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate "Special Advisor to the Executive Director" in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organisation, and we therefore seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Deadline to submit applications: 19 May 2022

Please note that only short-listed candidates will be contacted.

