

JOB DESCRIPTION

Position title:	Trans-boundary Project Director, Annamites Carbon Sinks and Biodiversity Program Phase II (CarBi II), WWF-GM
Reports to:	To be confirmed
Supervises:	Trans-boundary Technical Advisors, Trans-boundary M&E Officer, relevant consultants
Location:	Hue, Vietnam
Date:	ASAP 2019

I. Background:

WWF-Greater Mekong (WWF-GM) – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s incredible biodiversity and build a secure and sustainable future for people and wildlife. WWF-GM works with government, industry and civil society partners to ensure that, as the region develops, it doesn’t squander the natural riches that so many depend on and that drive the region’s economic future. Find out more at www.panda.org/greatermekong

WWF is implementing a comprehensive program of conservation activities in the Central Vietnam-Southern Lao landscape. It is part of the Greater Annamites priority ecoregion, containing many globally threatened and flagship species. The project area covers an area of about 300,000 ha in the provinces Salavan and Sekong in the South of Lao PDR as well as in the two Vietnamese provinces Thua Thien Hue and Quang Nam. The project aims to pick up on the success and deepen the impact of the former IKI project “Avoidance of deforestation and forest degradation”. On this basis, new elements will be added to the project design in both countries, such as control of illegal wildlife trafficking, incentives for biodiversity conservation and encouragement of an institutionally anchored trend reversal against forest degradation and net biodiversity loss. The models include biodiversity conservation agreements with villages, community forest management and sustainable financing mechanisms for protected areas through PFES. An important focus of the project is implementing measures designed to counteract transboundary leakage effects, and therefore contributing to the conservation of biological diversity of the Central Annamite mountain range. With the successful conclusion of the Carbi (phase 1) project, running from January 2011 to April 2017, Phase 2 has been approved to commence in early 2019. The Carbi II project is a cornerstone of the transboundary landscape program and comprises four components:

- a) Improving Protected Area management, in Saola Nature Reserves in Hue and Quang Nam, including any formal extensions of these reserves, and Bach Ma National Park extension in Vietnam, as well as Xesap National Protected Area in Laos.
- b) Enhancing capacities of local actors to implement national policies and international regulations on illegal wildlife and timber trafficking.
- c) Increasing community engagement in sustainable natural resource management and protection.
- d) Promoting sustainable financing mechanisms for conservation

The total budget for this project is EUR 8.5 million, and ultimately will include an overall project team of around 70.

II. Major Functions: The Transboundary Project Director is responsible for the overall control, planning, management and implementation of the CarBi II Project and ensures compliance with the Project Document and WWF’s contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the Project, in close co-operation with WWF Germany as the primary donor and relevant WWF Laos and Vietnam Country and GM Regional staff. He/she will oversee the development of management systems, operational procedures and capacity-building for key project cooperators.

III. Major Duties and Responsibilities:

- Oversee the development of, and monitor, review and update the project activity work plans to ensure that the project achieves its objectives as cost-effectively and efficiently as possible.
- Reports regularly to internal project management board which consists of Country Directors (WWF Laos, WWF Vietnam), Conservation Director (WWF GMP) and Representative of WWF Germany.
- Act as local primary point of contact of WWF Germany and the various cooperation partners.
- Facilitates in close consultation with the relevant Landscape Managers/Country Practice Coordinators, Finance staff, technical staff and cooperators the preparation of required budgets linked to project activity work plans, to ensure the project has the resources required to meet its objectives within required financial parameters.
- Cooperate closely with relevant country and regional finance and project staff to control and monitor budget spending and leads the re-adjustment of the budget as necessary.
- Monitor matching funding and initiate corrective actions as required.
- Represent the project in meetings, workshops, conferences, and symposium to present project activities and achievements.
- Maintain regular contact with partners to keep them apprised of project activities and to seek feedback for continuous improvement. Develop and maintain effective contacts with a wide range of external contacts, including organizations and individuals who can support project activities.
- Review staffing requirements involving relevant countries and regional staff to manage the project. Recruit and select key project staff and consultants and approve their appointment.
- As a line manager, approve individual work plans, manage performance, provide training, coaching and advice to ensure that staff are appropriately motivated and that staff meet their performance expectations. Conduct performance appraisals of staff under supervision.
- Develop TORs and monitor the work of the consultants to ensure completion of deliverables.
- Implement any changes that might be required to develop or improve the project and its organizational structure.
- Prepare the Inception Report, the bi-annual work plans/operational plans and reports.
- Provide advisory and technical guidance to managers and staff on all aspects of the project. Promote and establish mechanisms for information sharing and knowledge exchange with Governments, other organizations, between WWF country offices and the WWF Network..
- Cooperate with program audits, and implement audit recommendations upon approval by WWF Germany and KfW.
- Responsible for effective implementation of the risk management plan
- Establish and enforce effective quality control systems.
- Raise issues of technical and management concern to the relevant country and regional staff when necessary.
- Provide support to project evaluation.
- Accountable for the submission of regular project progress reports as prescribed by the donor, presenting achievements, impact, challenges and propose adaptive management.
- Ensure that an Environmental and Social Management Framework (ESMF) is initiated and regularly monitored.
- Establish and maintain a project Knowledge Management System.
- Promote the project through the facilitation of focused communications interventions to be conducted by country and Regional Communications staff, and ensure appropriate exposure for donors.
- Link project measures with the experiences and other ongoing activities supported by German Technical and Financial Cooperation.

IV. Profile:

- At least Master's degree in natural resources management, environmental or conservation management or relevant fields.
- At least 7 years of post-graduate full-time practical experience and proven track record in leading and managing large project/ programmes (preferably related to conservation and natural resources management).

- Minimum 5 years of working experience in project management, leading teams in public-funded projects of similar size and duration.
- Work experience in Laos or Vietnam is an additional asset, or neighboring countries with similar socio-economic setting.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations.
- Knowledge of M&E methodology, quality assurance. Knowledge of Project/Programme Planning and Management; familiar with implementing ESMF.
- Professional experience with donor-funded projects; specific knowledge of German Financial Cooperation would be a strong asset.
- Fluent business English, ideally at least basic Vietnamese or Laotian language skills, command of German an asset,
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Working Relationships:

Internal: Interact on a regular basis with WWF Germany and relevant Strategy Leaders, Technical Advisors, Project Managers in the landscape, Country Directors, Conservation Directors, Landscape Managers/Practice Coordinator of Country Programmes. Coordinate and consult with related project focal person

External: Interact with Governments, project donor, local partners, consultants, and also build relationships with related institutions/organizations which may be necessary to promote CarBi's current and future implementation

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: