



JOB DESCRIPTION

Position title:	Safeguards and Risk Manager (Re-advertisement), WWF- Myanmar
Directly reports to:	Conservation Director, WWF-Myanmar
Supervises:	N/A
Location:	Yangon, Myanmar/flexible

I. Background

WWF, an independent conservation organization, works to sustain the natural world for the benefit of people and wildlife. Working with others, WWF urgently seeks to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

Home to the two last large free-flowing tropical Asian rivers and the largest intact forests in the region, with mountains, coral reefs and endangered species such as the Asian elephant and tiger, Myanmar is a spectacularly diverse country and a melting pot of biological and socio-cultural diversity.

As a country of major ecological importance, and recognising that the environment in which people live is essential for health, wellbeing and recovery from crisis, WWF is more committed than ever to continuing its work in Myanmar. We are now seeking an experienced and dedicated professional with strong background in environmental, social and human rights safeguards processes and risk management to help us implement the WWF Environmental and Social Safeguards Framework (ESSF) and WWF risk management.

The primary role of Safeguards and risk manager will be to work with WWF Myanmar field, programme, and operations teams as well as partners and stakeholders to ensure that social and environmental safeguards processes and risks are understood, appreciated and embedded in all places where we work and interact with local communities. Key to this will be embedding the ESSF and Risk management into all stages of our project cycle.

II. Major Function

The safeguards and risk manager is the WWF Myanmar focal point responsible for leading the development and updating of, and supporting the implementation and reporting on the Environmental and Social Safeguards Framework (ESSF) and Risk Management Plan and ensure that the no-harm principle is applied to the work of WWF Myanmar. The role ensures



that WWF's Social Policies, ESSF and other approved risk management policies and procedures are strictly implemented and applied to all WWF programmes in landscapes, WWF's third parties and service providers. The role also leads the due diligence work in coordination with programme teams, including training, guidance, knowledge management and monitoring. The Safeguards and risk manager is also responsible for building capacity of WWF staff and relevant third parties for better understanding and implementation of the ESSF and risk related policies.

III. Major duties and responsibilities

- Serve as the WWF Myanmar focal point for ESSF and Risk Management.
- Coordinate integrating the ESSF in WWF Myanmar landscapes and as part of overall project design and the project cycle, help teams to screen projects to identify risks, design mitigation measures. and assist in the implementation of safeguards and risk mitigation measures
- Support landscape and programme managers to screen their landscape and projects using the ESSF screening tool and develop landscape mitigation frameworks (and any required mitigation plans) and relevant supporting documents to fully comply with the ESSF. To take into account all relevant information such as the type, location, sensitivity and scale of the project, the nature and magnitude of the potential impacts, the capacity and commitment of WWF Myanmar and any third parties WWF is funding to manage risks and impacts in a manner consistent with the ESSF.
- Support landscape managers/Project managers in developing Project risk register & compliance to WWF's Quality Assurance process
- Work closely with the Conservation Strategy, Impact and Innovation Manager on inclusion of ESSF and risk management status and implementation in reporting and strategy development
- Develop country level guidelines / communication materials in order for WWF staff and third parties to gain better understanding about WWF social safeguard policies & Risk management, including in local languages.
- Provide guidance on ESSF and other social and risk management policies and procedures to WWF's third parties covered by contract agreements (service providers, consultants, counterparts).
- Coordinate with the WWF Myanmar finance team on financial risk management, and ensure reporting to WWF International incorporates both ESSF and risk-related measures and updates.
- Monitor and support crisis management planning and implementation
- Coordinate and support the process related to WWF Myanmar's complaints resolution mechanism



- Interact with the WWF regional/network environmental and social safeguards and risk management and compliance teams on implementation of the ESSF and Risk management
- Assist in managing the grievance mechanism in the country office, support the conservation teams to establish a proper and accessible mechanism in the field, and assist in managing the Complaints Resolution Process and other relevant safeguards related to complaints
- Coordinate the Quality Assurance (QA) process, including completing relevant documentation, pipeline tracker and supporting project teams
- Coordinate and provide the quarterly update of the WWF country risk register & Project risk register, support risk holders and report to CMT on a regular basis
- Provide ESSF and risk management information to WWF Myanmar's overall dashboard system to monitor progress, and be responsible for providing updates to WWF Network databases and trackers relevant for the ESSF and Risk Management.
- Organise regular safeguards and risk management and compliance training (including induction for new staff) for WWF Myanmar staff and relevant partners on WWF's environmental and social safeguards, other associated WWF approved social policies and risk management

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.

IV. Profile Required education and experience

- Bachelor's Degree in social science or management or law, or environmental management.
- At least 7 years of working experience of which 3 years of experience should be in applying environmental and social safeguards to complex projects and managing risk
- A track record of having worked directly with local communities on project management including environmental and social safeguards and risk management
- A good understanding of human rights and ability to apply human rights and humanitarian law frameworks to WWF's safeguards and risk management work.
- Proven experience in training design, facilitation, coaching, mentoring and capacity building.
- Fluent in English and Myanmar languages (preferred), and strong communication skills both oral and written.
- Knowledge and experience on other social issues for example; gender equity, diversity and inclusion, poverty, child protection is preferable.



- Clearly demonstrates behaviours aligned to WWF values: courage, integrity, respect and collaboration.

V. Working Relationships

1. Internal

- **Internal WWF:** WWF Country Management Team, Landscape Leads and Programme managers, Conservation Strategy, Impact and Innovation Manager, Programme Development, HR, Finance and Communications and Knowledge Management Teams.
- **WWF Network:** Work with WWF Int'l ESSF and risk management team, WWF Asia Pacific's Safeguards and risk and compliance teams and relevant WWF network offices.

2. External

- Interact with third parties under contract agreements including partners, communities and other relevant stakeholders

VI. WWF's Mission and Values

It is part of every staff member's terms of reference to contribute to **WWF's mission**:

WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- *conserving the world's biological diversity*
- *ensuring that the use of renewable natural resources is sustainable*
- *reducing pollution and wasteful consumption.*

It is also part of every staff member's terms of reference to embody WWF's **values**, which are Courage, Collaboration, Respect and Integrity.