



JOB DESCRIPTION

Position title: Livelihood Officer, WWF-Laos

Reports to: Project Manager, WWF Laos

Supervises: N/A

Grade (IPE scores): A3, IPE-47

Location: Pakse office - with frequently travelling to field in Khong and Mounlapamoke Districts, Champasak Province.

Date: 27 Oct 2016

I. Background:

WWF - Laos

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WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane, in 2001. Since then, our team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane and Champassak province. WWF-Laos is part of WWF-Greater Mekong which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at www.panda.org/laos.

As part of its FY16-20 Strategic Plan, WWF Laos is implementing a comprehensive programme of conservation activities in the two landscapes included in the 4 southern provinces on the Lao PDR (Champassak, Attapeu, Sekong and Salavan) i.e. the Mekong Flooded Forest landscape (MFFL) and the Central Annamites Landscape (CAL). These two landscapes are made of the Greater Annamites and the Mekong priority eco-regions identified by WWF, containing many significant populations of globally threatened and flagship species. WWF aims to protect and restore these species and their habitats and a large part of this work involves supporting local communities and Government agencies in the landscape to strengthen the management of key protected areas, support freshwater conservation zones, and promote sustainable forest management.

President: Yolanda Kakabadse
Director General: James P. Leape
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernard
of the Netherlands

Registered as:
WWF-World Wildlife Fund for Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur-Fonds
Also known as World Wildlife Fund

Under Mekong Flooded Forest landscape (MFFL). The project “**Improving food and income security in Siphandone through sustainable natural resource management and biodiversity conservation**” will contribute to socio-economic development of the Lao PDR, and in particular that of Agriculture and Forestry, through the management and sustainable use of fisheries and aquatic natural resources in the Mekong River From November 2016 to December 2019 (3 years and 2 months)

II. Major Functions:

The Livelihoods Officer provides technical support to the Project Manager in the planning, management, implementation, monitoring and reporting of project activities to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the project management, partners and relevant stakeholders in the project sites. His or her specific role in collaboration with local partners, lead Income diversification work through alternative livelihoods activities funded by the projects and regularly report to line manager.

III. Major Duties and Responsibilities:

- Confer with the Project Manager, Project Technical Advisors and counterparts to prepare monthly work plans and provide support to develop annual and quarterly/six-month work plans.
- Together with government counterparts and local authorities, implement activities as per the plan which focus on Income diversification through alternative livelihoods by designing and implementing environmentally friendly alternative income models and pilot small scale aquaculture in target villages.
- Strengthening technical capacity for target group through trainings and skill development sessions.
- Monitor activity implementation, identify arising issues and provide solutions to address these, in close consultation and collaboration with the Project Manager and government staff.
- Develop and maintain a database of all technical reports, presentation, maps, data and pictures produced by the project in the field of work.
- Assist in the preparation of monthly, six-monthly and yearly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available to the project
- In cooperation with other project staff, organize meetings, workshops, study tours and training courses and facilitate workshops, discussions and consultations with communities and stakeholders.
- Provide training to staff including government partners and stakeholders to help them understand the project when required.
- Pursuant to quarterly, 6-monthly and annual work plans, support project manager to allocate budget effectively and efficiently, in compliance with WWF policy.

IV. Profile:

Required Qualifications

- Bachelor's degree or diploma in agriculture, natural resource management, environment or other relevant fields
- Additional courses on Project Management and/or business administration is an advantage

Required Skills and Competencies

- 3 years of practical experience, at least 2 years of which should be in related this field either with NGOs or bilateral development agencies.
- Knowledge of conservation, law enforcement and natural resource management issues in Laos
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging
- Core WWF officer competencies:
 - **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
 - **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
 - **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
 - **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
 - **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

V. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with Project manager, Technical Advisors, project staff, finance staff. Engage with and support WWF-Laos staff.
- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.

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