



JOB DESCRIPTION

Position title:	Manager, Protected Areas, Species and Wildlife Trade Programme, WWF-Greater Mekong
Directly reports to:	Conservation Director, WWF-Greater Mekong
Technically reports to:	N/A
Supervises:	Technical Advisor, Protected Areas Enforcement, WWF-Greater Mekong Technical Advisor, Field Biologist, WWF-Greater Mekong. Project Managers of new projects under the Protected Areas, Species and Wildlife Trade Programme
Technically supervises:	N/A
Location:	Cambodia, Lao PDR or Vietnam with frequent travel to other countries in Greater Mekong Region as required

Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a Regional team spread across the four countries. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GM has also developed 20 field offices across the 4 countries and 6 landscapes. WWF GM will now also be establishing an office in Myanmar this year.

Many of the region's species face extinction in the next 5-10 years unless urgent measures are taken to safeguard their populations and habitats. WWF-Greater Mekong's (WWF-GM) strategic plan FY11-FY15 highlights six priority species that are the major focus for the conservation programme across the region. By conserving this limited set of species and their habitats it is expected that most of the other species occurring in these areas will also be conserved. Much of this work is being done through support to improving the management and operations of the region's protected areas. Therefore, WWF-GM's Strategy 3 seeks to strengthen the ability of protected areas to reduce direct threats to species and their habitats including from hunting for the wildlife trade, forest conversion, and degradation, and will do so by connecting to law enforcement networks and other conservation initiatives outside protected areas; provincially, nationally, and across the region. This work will also be done in close conjunction with Strategy 1 activities across our priority landscapes in the Greater Mekong region.

I. Major Function

The Manager, Protected Areas, Species and Wildlife Trade Programme, WWF-Greater Mekong, takes the overall lead for the Strategy 3 programme of work contributing to the Strategy and Objectives of the WWF-GM Strategic Plan. This is a programme development and management role with significant responsibility for defining the direction for new projects, standards, and action plans based upon the GM strategic plan. The role is accountable for ensuring sufficient funding from Government Aid Agencies and other donors to deliver Strategy 3 in line with the financial glide path

specified in WWF-GM strategic plan FY11- FY15. He/she ensures coordination of strategy activities with broader regional/country programme and is the focal point for any matter related to Strategy 3 objectives and activities.

II. Major Responsibilities

A. Policy and Advocacy, Fundraising, Communications, Partnership Development, and Networking 30%

- Lead a multi-country team of experts to identify key interventions (policy, field and communications) of Strategy 3 and develops recommendations to deliver on objectives
- Lead the development of funding opportunities both within the WWF network and externally, reach out to new audiences with an annual multi-million dollar budget linked to Strategy 3 and the financial glide path in coordination with Public Sector Partnership Coordinator and Strategy Team
- Develop relevant project proposals to ensure the funding needed to deliver the strategy
- Lead in the selection of relevant partners and build and maintain partnerships with key stakeholders that are important for successful achievement of the strategies and objectives (e.g. conservation organisations, donors, relevant organizations and Government) at regional level
- Advocate on behalf of the organization's agenda building institutional relationships and promoting cooperative programme activities for Strategy 3 at regional level
- Work in close coordination with the relevant communications staff of WWF-GM as well as other communication staff of the WWF network to communicate issues and achievements to defined target audiences
- Represent the organization at relevant conferences, symposium, and appropriate government and community meetings and workshops

B. Strategy Development and Implementation 30%

- Kick-off and develop ground-breaking initiatives to achieve transformational change, significantly contributing to the achievement of Strategy 3 and the overall GM Strategic Plan.
- Lead the development, coordination, review, and update of Strategy 3 and objectives in line with the GM Strategic Plan
- Lead the implementation of relevant conservation strategy activities at regional level
- Organize strategy execution in consistence with programme objectives, engaging national Programme Managers, Landscape Managers, for quality design and reliable delivery
- Communicate Strategy 3 to all staff when required
- Provide inputs to the relevant action plan of country programmes to ensure alignment to the strategy
- Work with the finance department to develop, monitor and update the annual budget to ensure that the Strategy has all the resources required to meet its objectives within agreed financial parameters
- Develop, review and update activity work plan of the strategy

C.	<u>People Management and Organisational Development</u>	20%
	<ul style="list-style-type: none"> • Involve in the recruitment and selection of staff under supervision • Responsible as direct line manager of Technical Advisors and Project Managers of relevant projects under Strategy 3, by reviewing individual work plans, managing performance, providing training, coaching and advice to ensure that staff are appropriately motivated to deliver the Strategy objectives • Responsible for virtual management of the Strategy matrix team by providing training, coaching, support, and advice, feedback on performance and inputs to the identification of training needs and career development of staff in the matrix group • Work with HR Director to identify training needs and development opportunities for supervised staff and training needs related to all GMP staff and provide training when required 	
D.	<u>Other Technical Specifics</u>	10%
	<ul style="list-style-type: none"> • Provide comprehensive advisory and technical guidance to managers and staff on all aspects of strategy when required • Cooperate with programme audits, and implement audit recommendations upon approval by the RMT • Facilitate knowledge exchange between countries and the Asia Pacific and International Network • Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement 	
E.	<u>Monitoring and Evaluation, Reporting</u>	10%
	<ul style="list-style-type: none"> • Monitor progress against activity work plan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible • Monitor reports on the implementation of the programme of work linked to the WWF-GM Strategic Plan, including its contribution to the WWF International Global Programme Framework and other relevant WWF Network Targets • Provide support to the evaluation of Strategy 3 • Provide regular reports and analysis to the Conservation Director to facilitate continuous improvement • Makes reports to donors when required 	

This JD 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.

III. Working Relationships

1. Internal

- **WWF-GM:** Interact on a regular basis with other Strategy Managers, Conservation Programme Managers, and Landscape Managers within Country Programmes. Engage with and support WWF-GM staff
- **WWF Network:** WWF International, relevant Global Initiative teams, WWF PIA Shareholders

2. External

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- Interact with donors, government, partners for the implementation of the strategy in charge

IV. Requirements

1. Education and Qualification

- Master's degree in natural resources management, environmental or conservation management, development studies, or in relevant fields
- Qualification in Programme and Project Management

2. Knowledge

- Understanding of conservation and development issues in Greater Mekong Region, especially of the issues relating to Protected Areas, Species and Wildlife Trade
- Knowledge of the policy/institutional context related to conservation issues of the strategy in charge in Greater Mekong Region
- Knowledge of the realities of development partners, donor institutions, government agencies, and the not-for-profit sector in the region
- Knowledge of WWF's PPMS is an advantage

3. Experience

- At least 5 years of practical experience in managing programme related to species and protected areas at regional level, 2 years of which should be in the Greater Mekong Region
- Experience in developing and writing related project proposals to aid agencies, foundations, corporate sector and other individual donors
- Successful fundraising experience with an annual multi-million dollar budget
- Experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors with annual multi-million dollar budget
- Experience of working in multi-cultural environment and with key regional and international institutions e.g. ADB, World Bank, IUCN, ASEAN, Mekong River Commission, etc.

4. General Skill

- Leadership and management
- People management
- Coaching and capacity building/development
- Strategic thinking
- Presentation and communications
- Networking and interpersonal
- Planning, organisation, time management, facilitation and coordination
- Problem solving
- Fluency in written and spoken English
- Proficiency in MS Office

5. Technical Skill

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- Policy advocacy and influencing
 - Proposal development and report writing
 - Virtual support
 - Fundraising
 - Budget monitoring

6. Ability

- Promoting team synergy in a multi-cultural work environment
- Strong team player with ability to work in virtual teams
- Working towards tight deadline
- Travelling frequently
- Working on own initiative with minimum supervision and to stay on task

7. Personality

- Cross cultural awareness
- Diplomatic
- Mature

V. WWF's Mission and Values

1. 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*
2. It is also part of every staff member's terms of reference to embody WWF's values, which are Engaging, Optimistic, Determined and Knowledgeable