

JOB DESCRIPTION

Position Title: Country Director, WWF Democratic Republic of Congo (DRC)

Reports to: Director Central Africa

Supervises: DRC Country Management Team

Grade: C1

Location: Kinshasa, Democratic Republic of Congo

Date: January 2016

I. Mission of the Role

To develop and lead WWF-DRC Country Office so that it is highly influential; is able to shape the sustainability agenda of DRC domestically and globally to deliver on WWF's global priorities; and plays a leadership role within the WWF Network. To ensure a high performing WWF DRC Country Office with efficient operating systems, professional and skilled staff, and strong financial resources, delivering conservation impact on issues and in places that are key for WWF's Network Initiatives and other global conservation priorities.

II. Major Functions

- Leads the vision, strategic planning and future institutional development of WWF DRC Country Office;
- Provides effective leadership and line management in all key areas - Conservation, Finance and Administration, People & Organizational Development, Partnership Development, Fundraising, Advocacy, and Communications – fulfilling WWF Africa Office's vision and delivering on the targets set for its Key Performance Indicators in DRC;
- Provides thought leadership on all key issues at the highest organisational level and manages key partnerships in and outside DRC to ensure optimal communication and mutually beneficial relationships;
- Leads on the development and effective implementation of WWF DRC's country strategy;
- Establishes strong partnerships for WWF in DRC and effectively represents the organization towards internal and external stakeholders;
- Provides effective leadership and line management for all members of senior management team;
- Establishes and implements effective internal organizational / management structures and ensures that the related policies and processes are in place and properly implemented;
- Ensures that WWF DRC's legal and reporting requirements are met and that WWF's policies, procedures, standards and Code of Ethics are being adhered to;
- Contributes to the regional management team and the efficient management of WWF in its Central Africa Region.

III. Major Duties and Responsibilities

Strategy Development and Implementation

- Leads and ensures the development and effective implementation of a country-level Strategic Plan and related annual plans, comprising a Conservation Plan and Operational Plan that contribute to the Global Impact Goals and practice areas of WWF while being relevant to national policies, constituencies, and civil society;
- Leads on the development and management of strategic partnerships with national level partners as well as regional and international stakeholders, donors and other key actors of relevance for the DRC program and represents the organization in a knowledgeable, optimistic, determined and engaged manner;

- Ensures that country performance is monitored and reported against its Strategic Plan using the appropriate monitoring & evaluation tools and the network Key Performance Indicators;
- Builds a culture of performance, positivity, engagement, creativity and work ethics in the WWF DRC Country office

Management of Country Operations:

- Provides leadership to and day to day management of the country management team and oversees team members performance vis-à-vis the country and regional strategic and annual plans and the achievement of WWF's conservation goals;
- Oversees WWF's People and Organizational Development in DRC by ensuring adequate analysis and planning of country operation workforce, talent management, capacity development and performance management; and adherence to HR policies and procedures;
- Leads the financial and programmatic growth of WWF's operations in DRC by overseeing its fundraising efforts and engagements with shareholders and donors;
- Oversees WWF's advocacy efforts in DRC and contributes to global advocacy efforts impacting conservation in the country by ensuring the development of sound advocacy strategies and practice; and lobbying at highest level to advance WWF's conservation goals;
- Ensures that WWF DRC Country Office has a solid long term development strategy and is financially strong to deliver on its conservation agenda;
- Holds regional accountability for selected programmes;
- Ensures the development and implementation of a Communications plan/strategy to support the country strategic plan while promoting the WWF brand and raising the image of WWF in DRC, the region and beyond.

Establishment of internal organizational/management structures and ensuring network citizenship

- Oversees the establishment of effective organizational structures, policies, processes, and departmental / office responsibilities, and ensures that these are understood by all senior managers to promote effective teamwork within the office, particularly between technical and operational sections;
- Effectively develops, promotes and leads diverse teams specifically promoting the inclusion of women and the development of African leadership;
- Contributes actively to the Regional Management Team;
- Ensuring the implementation of WWF's Compact Agreement and Fraud and Corruption Policy in DRC;
- Ensures that all staff working for WWF DRC are fully informed of WWF's Global Impact Goals and practice areas, Truly Global initiative and are kept abreast of new developments, policies, and procedures as and when they arise;
- Ensures effective communications and partnerships with WWF Network, government, international organizations, other non-governmental organizations, industry and public to ensure strong profile of WWF DRC and its activities, as well as leveraging opportunities between national, regional and global levels.

Ensuring adherence to legal and donor reporting requirements and internal policies

- Ensures that timely and quality technical and financial reporting is being provided to donors, the Regional Office, and all relevant parts of the WWF Network to agreed standards;
- Ensures that WWF DRC cooperates with financial, operational, and programmatic audits, and is implementing audit recommendations in a timely manner;
- Ensures the adherence to national legal requirements and reporting to national authorities;
- Performs other duties as requested by his line manager or his/her designate.

IV. Profile

Required Qualifications

- Minimum Master's degree in Business Management, International Relations/ Development, Environmental /Conservation Management or other related fields;
- At least 10 years professional experience in a leadership role, 3-5 years of which ideally would be in the Central Africa region;
- Proven track record in successfully developing, leading, and managing large-scale programmes and/or institutions in the field of conservation, natural resource management, international development, and/or other related fields;
- Demonstrated success in managing multi-disciplinary and multi-cultural teams;
- Knowledge of the institutional, legal and policy framework in DRC and Central Africa;
- Fluency in French and English.

Required Competencies

- Excellent leadership abilities and capacity to manage human and financial resources, with experience in leading change and driving the vision of the organization;
- Decision making skills with strong business acumen and drive for results;
- High level negotiation and influencing skills, and the capacity to develop and maintain strong relationships at all levels in the business, not-for-profit, scientific and political communities;
- Track record of building organizational talent by nurturing performance culture and encouraging empowerment and delegation;
- Strong diplomatic and communication skills, including an ability to work and communicate effectively with a broad spectrum of individuals (individual donors, business leaders, public figures, WWF staff), within a broad range of cultural environments;
- Excellent team management and interpersonal skills;
- Demonstrated fundraising skills, and experience working with donors;
- Passion for conservation and WWF's mandate;
- Must be committed to equal opportunity employment policies and WWF's code of ethics
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Supervisory Responsibilities

The Country Director is ultimately responsible for the supervision and management of all WWF DRC staff and the delivery of programs. Direct day-to-day supervision will be exercised over the members of the Country Management Team (comprised of Conservation Director, Chief Operating Officer (COO), Head of Finance and Sr. People & Organization Development (POD) Manager).

VI. Working Relationships

Internal: Interacts with the WWF DRC SMT and staff on a daily basis, and as and when required coordinates and interacts with offices in the region, WWF International Secretariat and other offices in the WWF network.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Director Central and Western Countries as appropriate.

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: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____