WWF for a living planet®

JOB DESCRIPTION

Position Title: Conservation Manager-Zambia

Reports to: Country Director -Zambia

Supervises: Program Leaders, Program Coordinators, Landscape Managers, Conservation Specialists, Research and Innovation Manager, Campaigns Manager, Impact Monitoring Specialist.

Grade: TBA

Location: Lusaka, Zambia

Mission to the Department:

To lead, oversee and coordinate the design and implementation of WWF Zambia's new 10 year strategy to deliver large scape conservation local, national and transboundary impacts aligned with key conservation threats, biodiversity degradation drivers and opportunities for securing landscape conservation impact also aligned with WWF global conservation outcomes. Lead efforts to define WWF Zambia's conservation priorities, design and implement a program delivery model aligned to the ambition of WWF Zambia in the short, medium and long term. Instrumental in developing and maintaining strategic partnerships with key donors, private sector and government; Shift the WWF Zambia orientation from a project implementation office to a program office delivering a unified country strategy that ensures coherence within internal conservation teams and with external partners. To help the WWF Zambia become more relevant and influential in the Zambia society supporting Zambian efforts that catalyse transformations for conservation and sustainable development ultimately achieves a greener economy in the next ten years.

Major Function

Under the supervision of the Country Director, you will ensure that WWF Zambia conservation strategy and delivery mechanism is cutting edge and established prior to WWF Zambia become a national office. You will lead efforts to plan, deliver and report on conservation impact at scale

based on agreed level of conservation KPI's. You will ensure conservation teams; programs and projects are aligned to the WWF Zambia outcome and impact indicators. You will deploy capacity and create program management and monitoring processes that ensure focus, agility and timely implementation of quality conservation work; Co- lead with the Heads of Finance and Administration to streamline business processes and procedures and ensure effective implementation of all adopted conservation policies and standards, application of best practices, and meeting programmer-reporting requirements. Oversee and give strategic direction to the Conservation division. Lead the coordination of the resource mobilization strategy of WWF Zambia; lead by example and ensure staff conforms to WWF International, WWF Zambia policies, values and behaviours.

Major Duties and Responsibilities

- Support the Country Director and SMT implement the roadmap and change plans for WWF Zambia to transition from a country office to a national office
- Work with the Country Director and the Senior Management Team to develop and implement a focused, coherent and cutting edge conservation strategy in Zambia;
- Responsible for day to day strategy management by ensuring coherence in the implementation of an effective and agile conservation strategy that delivers impact at scale and is relevant to national policies, constituencies, civil society, the most current WWF Africa and WWF global conservation priorities
- Builds relationships with key stakeholders and ensures strategic engagement with relevant international and national stakeholders on conservation and technical issues, including strong engagement on policy issues and processes, in order to influence and inform national policy and decision -making;
- Provides conservation leadership to assigned regional and transboundary programs e.g. this role will help deliver the WWF KAZA vision
- Work with the CD to consistently promote the vision and objectives of the WWF Zambia Conservation Strategy to internal and external stakeholders as well as relevant government,

donor, civil society, corporate, and WWF stakeholders at national- and international-levels including in key meetings, conferences, and fora;

- Direct annual planning and budgeting across departments ensuring linkages between prioritized activities and agreed conservation impacts and outcomes
- Set annual conservation division budgets, steers budget focus every year and ensure effective management of agreed budgets in line with WWF Zambia procedures.
- Ensure all programs and campaigns have effective plans, leadership and teams from the onset to deliver impact at scale and are effectively contributing to relevant priorities
- Strengthen outcomes management and monitor effectiveness of Conservation team who in turn coordinate priorities and activities towards agreed outcomes
- Provide day to day strategic direction, inspiration and steer for quick detection and implementation of solutions to implementation challenges
- Facilitate a cultural shift to towards quality, innovation, creativity and impactful activities
- Ensure production of relevant and strong science based analysis and data to support the conservation transformation agenda
- Work with the Country Director, Fundraising manager and Senior Management Team to develop and implement funding strategies to ensure timely and quality responses to funding opportunities that will drive sustainability of WWF Zambia' conservation programs and impact
- Provides oversight for conservation budgets in partnership with project managers and program leaders in line with approved strategic plans.
- Develop, establish and build strong, win-win and lasting strategic relationships with WWF Zambia community of partners, staff, Board and supporters to strengthen interaction, creativity and conservation results.
- Oversee all Conservation team processes and ensure that projects, plans and procedures are in place to support smooth and timely flow of information and implementation of programs/projects
- Oversee the development, integration and implementation of all conservation projects.
- Facilitates and coordinates a transition from project to program approach creating room for

innovation across programmes and projects run by WWF Zambia

- Proactively leads WWF Zambia conservation contributions and partnerships with WWF global practices and the WWF conservation leaders communities
- Establish, implement and oversee a system of planning, monitoring, learning conservation programs and priorities in line with strategic plans, which demonstrate our conservation targets.
- Ensure that WWF Zambia has established solid baselines and SMART indicators for their biodiversity targets and footprint objectives at programme and project levels.
- Leads on conducting conservation audits and evaluations as required and ensuring timely and effective implementation of all recommendations.
- Inspire, motivate, empower, develop and provide training and coaching to for Conservation teams.
- Work on promoting WWF values and behaviors in conservation team processes
- Lead the performance management for conservation team and support HR on relevant HR issues as appropriate.

Supervisory Responsibilities

The Conservation Manager is ultimately responsible for the supervision and management of all WWF Zambia project and technical staff. Direct day-to-day supervision will be exercised over the members of the project teams and other technical staff. The Conservation Manager will be involved as appropriate in the hiring, development, and evaluation of all WWF Zambia project and technical staff.

Working Relationships

Internal: Works closely with the Senior Management Team and Program Leaders, Interacts with the Board, WWF Zambia Project and Technical staff on a daily basis, and as required coordinates and interacts with the WWF Global Practices teams, KAZA WWF Programs, Ecoregion and Regional Programmers, and WWF Regional Office, WWF International, and other WWF Network staff.

External: Interacts with National Governmental Institutions, Non-Governmental Organizations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the WWF Zambia Country Director.

Desired Profile

Qualifications

- Advanced degree (masters or higher) in Biology, Natural Resources, Environment, Ecology, Social Science or related discipline.
- At least 10 years of experience in conservation planning and programme design, M&E, audits and evaluations both at the conceptual and practical level.
- 7 years' post-graduate professional direct experience in relation to environment, development, conservation or sustainability.
- At least 5 years in a senior conservation leadership role.
- Experience in non-profit or environmental organization and knowledge of the WWF Network an advantage.
- 5 years' experience managing large and geographically dispersed and successful teams.
- Track record of successfully fundraising experience.

Skills and Competencies

- Deep knowledge of the Zambian conservation landscape
- Proven leadership analytical and strategic skills
- Track record of successful experience designing and guiding the operationalization of strategies
- Skilled in negotiation, liaison, and in relationship and conflict management;
- Effective leading teams to overcome implementation challenges and achieving a common objective
- Strong skills in project planning, proposal writing, financing, management, implementation, and evaluation, and experience working with donors;
- Strong organizational and analytical skills;
- A working knowledge of financial management, especially of projects;

- Excellent inter-personal skills, with the ability to network and to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community, and the WWF Network;
- Adaptable, flexible, able to take initiative and prioritize among competing demands
- Excellent oral and written communications skills in English; and
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaged
- Exemplification of WWFs key behaviours: Shrive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Experience of working in an international and/or multicultural -cultural environment, with NGO experience an advantage.
- Excellent communication skills, including fluent spoken and written English.
- Strong interpersonal skills, a networker who is good at building relationships.
- Ability to manage multiple projects and remote teams against tight deadlines.
- Strong people management and leadership skills with a high degree of accountability.
- Ability to interact with and influence senior management team, WWF Zambia Board and relevant staff in different functional areas in a positive manner.
- Proactive and agile, ability to think flexibly and creatively while driving change and high performance.
- Decisive, proactive, collaborative and an excellent communicator.
- Passion and commitment for conservation and sustainable development.

Adherence to WWF Global behavioural competencies:

- **Strive for Impact** «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »
- **Listen Deeply «**I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »
- **Collaborate Openly** «I'm a global citizen working for a living planet. I am constantly

thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »

- **Innovate Fearlessly** «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »

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.

Approved by: _____ Date: _____

Accepted by: _____ Date: _____