 JOB DESCRIPTION

Position title: Conservation Programme Manager, WWF-Laos
Reports to: Conservation Director, WWF-Laos
Supervises: Practice Coordinators, Project Managers
Grade (IPE scores): IPE-54
Location: Vientiane
Date: April 2019

I. Background

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, Champassak, Salavan and Sekong provinces. WWF-Laos is part of WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at http://www.wwf.org.la/.

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR.

II. Major Functions

The Conservation Programme Manager (CPM) is responsible for coordinating the implementation of WWF-Laos’ projects so that they deliver the results that WWF-Laos has committed to in its contractual agreements with project beneficiaries in Laos and to its donors. As a member of the Country Management Team (CMT), the CPM shares responsibility for the overall performance of the Country Programme.

III. Major Duties and Responsibilities

- Provide supervision and guidance to Wildlife, Freshwater and Forest Conservation Practice Coordinators as well as Project Managers under direct supervision, so that the programme delivers on conservation objectives and WWF-Laos contractual agreements;
- Support the efforts of the WWF-Laos Conservation Team in policy engagement with the Government of Laos to ensure the conservation programme delivers relevant,
technically sound, quality outcomes and that strategies, approaches and results are shared efficiently with Government counterparts;

- Ensure projects act in accordance to policies and procedures to drive improved conservation and operation efficiency and effectiveness;
- Report important programme delivery issues to the CMT and ensure that reports and information of interest are brought to the attention of CMT members in due time;
- Provide input to and review project proposals and technical project reports from the conservation programme and project teams;
- Ensure monthly monitoring reports are produced by each Project Manager and provide timely feedback;
- Build and maintain networks and partnerships on biodiversity conservation with relevant government agencies, NGO partners, local authorities and local communities;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities;
- Provide operational and technical support to the Country Director and Conservation Director as required.

IV. Profile

Required Qualifications

- Master’s degree in natural resources management, wildlife conservation, environmental or conservation management, development studies, or in relevant fields;
- Qualification in project management, and/or in monitoring and evaluation, preferred.

Required Experience and Knowledge

- Proven experience in the fields of biodiversity conservation and/or species-specific research and/or wildlife and timber law enforcement;
- At least 5 years of practical experience in managing programmes or large projects, of which at least 2 should be in Laos;
- Thorough understanding of socio-economic, conservation and development issues in Laos;
- Knowledge of the policy/institutional context related to conservation and Government agencies, development partners, donor institutions, and the not-for-profit sector in Laos.

Required Skills and Competencies

- Very good written and spoken English and Lao languages;
- Proven capacity to work efficiently with senior Government officials, local authorities and technical agencies, local communities and donor representatives;
- Proven ability to work in a multicultural environment;
- Striving to develop a sense of team with both staff under supervision and managers;
- Proven ability to work under minimum supervision and take initiative while keeping in check all relevant regulations and organization’s policies;
- Willing to learn and continue to learn;
• Adhere to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging;
• Essential WWF behaviour for the position:
  o 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”.
  o 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”.
  o 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”.
  o 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”.

V. Working Relationships:
• Internal – WWF GMPO: Interact on a regular basis with the Country Director and Deputy, Technical Advisors, Project Managers, Province Coordinators, and Regional Technical Advisors. Engage with and support all WWF-Laos staff.
• External – Interact with all relevant stakeholders at the community, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on an ad-hoc basis.

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.