



JOB DESCRIPTION

Position title:	Conservation Programme Manager, WWF-Laos
Reports to:	Conservation Director, WWF-Laos
Supervises:	Practice coordinators, Southern Provinces Coordinator
Grade (IPE scores):	B2, IPE-53
Location:	Vientiane
Date:	August 2017

I. Background

WWF-Laos

P.O. Box. 7871
House no. 39, unit 05
Saylom village,
Chanthabouly district,
Vientiane, Lao PDR
Tel: +865 21 216 080
Fax: +856 21 251 883

E-mail: laos@wwfgreatermekong.org

Website: www.wwflaos.org

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 www.panda.org/laos.

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 new 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 Program 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 Practice Coordinators and Provinces Coordinators, as well Project Managers under direct supervision, so that the programme delivers on conservation objectives and WWF-Laos contractual agreements;
- Support the government policy engagement efforts of the WWF-Laos Conservation Team to ensure the conservation programme delivers relevant, technically sound, quality outcomes and that strategies, approaches and results are shared with Government counterparts;
- Ensure projects act in accordance to policies and procedures to drive improved conservation and operation efficiency and effectiveness;

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Director General: Marco Lambertini
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
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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



- 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 (CD) and Conservation Programme Director for Programme Development as required.

IV. Profile

Required Qualifications

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

Required Skills and Competencies

- Proven experience in the fields of biodiversity conservation and/or, species-specific research, prevention of wildlife crime, timber trade regulation, land use planning, and/or sustainable production and consumption;
- 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;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Essential WWF 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;
 - **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance;
 - **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically;
 - **Managing Resources:** Makes the right judgments based on financial and resource availability.

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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.

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