



JOB DESCRIPTION

Position title:	Conservation Programme Manager, WWF Vietnam
Directly reports to:	Country Director, WWF Vietnam
Technically reports to:	Conservation Programme Director, WWF Greater Mekong Programme
Supervises:	Landscape Managers, Policy Coordinator, Assigned Project Managers.
Validity:	ASAP
Location:	Hanoi, Vietnam

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 in the Hanoi, Vientiane and Bangkok offices. The 'Greater Mekong Programme Office' was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

WWF Greater Mekong Programme Office has embarked on new strategic plan FY11-FY15. The new strategic plan outlines changes in the way WWF GMPO operates, both in conservation and operation aspects.

I. Major Function

The Conservation Programme Manager is responsible for the implementation of the Country Conservation Plan that is aligned with deliverables defined in the Greater Mekong Programme Strategic Plan. He/she provides measurable inputs to ensure the delivery of the activities of conservation strategy at country office level. He/she manages the landscape projects through the Landscape Managers and partners with Strategy Managers to ensure the alignment. He/she will also ensure resource prioritisation and allocation and work plan coherence across the landscapes. He/she is also responsible for country projects that fall outside the landscapes.

II. Major Responsibilities

A. Management

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- Is a member of Vietnam Country Management Team (CMT)
 - Maintains an awareness of matters relevant to the CMT and ensures that reports and information of interest are brought to the attention of CMT members
 - Maintains an effective working relationship with all other CMT members to ensure that there is effective coordination of all activities in support of organisation objectives
 - Provides effective participation to the CMT meeting

B. Policy and Advocacy, Fundraising, Partnership Development, and Networking

- Provide program support to Marketing Manager in the development of new products, proposal for fundraising from corporate, major donors and individuals
- Develop and maintain a network of contacts, and actively seek to build strategic alliances with other NGOs, international and national organizations, donors and other potential partners in order to promote and implement the WWF Greater Mekong Conservation Plan in Vietnam
- Represent the WWF Vietnam at appropriate regional and international (WWF and non-WWF) meetings and fora, as approved by the Country Director

C. Strategy Implementation

- Contribute to defining the direction of conservation action plan for WWF Vietnam to ensure the alignment with WWF GMP Conservation Strategy
- Provide leadership and overall direction and coordination for all conservation activities and facilitate and support the delivery of conservation action plan in the Vietnam
- Ensure resource prioritisation and allocation and work plan coherence across the program in the country office
- Oversee the review and update of conservation action plan for WWF Vietnam
- Communicate the conservation action plan to all staff and ensure that they are effectively implemented

D. Overall Management

- Ensure compliance to standards, both internal and external, for all projects and conservation activities
- Responsible for the management of non-GPF and non landscape aligned projects/actions
- Lead the development, monitoring, review and update of activity work plan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible
- Work with financial staff for programme budget preparation, monitoring, and reporting activities; guarantee the financial integrity and accountability of project budgets; facilitate support to Landscape Managers and Project/ Programme Managers in developing and managing project budgets
- Recommend to the Country Director any changes that might be

required to develop or improve the organisation

- Provides inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities
- Ensure that effective cooperation with programme audits, and audit recommendations are implemented in a timely manner upon consensus of the CMT
- Facilitate knowledge exchange between WWF Vietnam and the region

E. People Management

- Review staffing requirements with the Country Director and Conservation Programme Director, WWF GMPO to maintain conservation function at WWF Vietnam
- Responsible for succession management planning for key conservation staff at country programme
- Involve in the recruitment and selection of programme staff and consultants, other staff of positions at lower grades when required
- Provide orientation and reorientation to staff at country office to help them understand the conservation programme of the organisation and its activities
- Responsible as direct line manager of Landscape Managers, Policy Coordinator, assigned Project Managers and by reviewing individual work plan, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that staff deliver the performance objectives
- Work with HR Manager to identify training needs and development opportunities for supervised staff, to identify training needs in conservation for all staff and provide training when required

F. Issue Resolutions, Crisis/Risk Management

- Provide strategic advice and guidance to the CMT and staff in all aspects of conservation
- Responsible for risk and crisis management and act as focal person to manage program related crisis and risks when necessary
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

G. Monitoring and Evaluation, Reporting

- Oversee the monitoring and evaluation of WWF Vietnam Conservation Plan
- Supervise the Programme's projects to ensure that the analysis of results for the WWF Vietnam Conservation Plan are consolidated as part of the overall WWF GMP monitoring and evaluation system
- Coordinate the timely writing, approval and submission of reports to partners (internal and external) and WWF GMPO to ensure compliance with reporting requirements
- Provide regular program reports and analysis to the CMT to facilitate continuous improvement

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 GMPO:** Interact on a regular basis with CMT. Consult on a regular basis with Conservation Programme Director, WWF GMPO and other Conservation Programme Managers. Engage with and support WWF Vietnam staff
- **WWF Network:** Liaise with relevant teams to provide inputs and seek supports as required

2. External

- Interact with donors, partners, external consultants, government agencies, multilateral aid agencies and NGOs

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 Program management
- Academic training or a degree in business administration or business management is an advantage

2. Knowledge

- Thorough understanding of socio-economic, conservation and development issues in Vietnam
- Knowledge of the policy/institutional context related to conservation in Vietnam
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations
- Knowledge of WWF's PPMS is an advantage

3. Experience

- 7 years of practical experience in leading and managing integrated programme, experience in Vietnam and/or region will be advantage.
- Experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors
- Experience of working with GAA donors, and international institutions in the region e.g. ADB, ASEAN, and the Mekong River Commission
- Experience in developing, implementing and monitoring and evaluating action plans

4. General Skill

- People management, coaching and capacity building/development
- Influencing
- Presentation and communications
- Networking
- Planning and organisation

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- Fluency in written and spoken English and local language
 - Proficiency in MS Office
 - Financial management is preferred

5. Technical Skill

- Leadership and management
- Strategic thinking and decision making
- Report writing
- Problem solving and management of conflict, risk, and crisis
- Monitoring and evaluation is preferred

6. Ability

- Promoting team synergy in a multi-cultural work environment
- Working towards tight deadline

7. Personality

- Committed
- Decisive
- Diplomatic

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;
- Promoting the reduction of 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, Knowlegable.

Prepared by:
Country Director, WWF Vietnam

Signature

Date:

Reviewed by:
Conservation Programme Director, WWF Greater Mekong Programme

Signature

Date:

Reviewed by:
HR Manager, WWF Vietnam

Signature

Date:

Approved by:
Representative, WWF Greater Mekong Programme

Signature

Date:

Accepted by:
Staff member

Signature

Date: