



WWF-Laos

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JOB DESCRIPTION

Position title: Conservation Programme Officer, WWF-Laos
Reports to: Conservation Director, WWF-Laos
Supervises: N/A
Grade (IPE scores): P1, IPE-48
Location: Vientiane
Date: December 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 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 Programme Officer supports the Conservation Director in supervising the conservation programme.

III. Major Duties and Responsibilities

- Using the monthly monitoring report and other relevant WWF project management tools, flag important programme delivery issues to the Conservation Director and propose mitigation measures;
- Support Project Managers in delivering project outputs to ensure projects are reaching planned outcomes;
- Support the Conservation Director and Practice Coordinators in coordination with Government counterparts and other partners. In particular, 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 (e.g. MoU design and approval processes).

- Support the Monitoring and Evaluation Coordinator in data management;
- Support to the Conservation Director in resource mobilization efforts;
- 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 other operational and technical support to the Conservation Director and Country Director as required.

IV. Profile

Required Qualifications

- Bachelor'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

- At least 2 years of practical experience in programme or project support, of which at least 1 should be in conservation (i.e. biodiversity conservation and/or, conservation policy projects, prevention of wildlife crime, timber trade regulation, land use planning, and/or sustainable production and consumption);
- 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;
- Ability to learn fast and adapt to different working environments, including with international partners;
- Ability to work under limited supervision and take initiative through a problem-solving approach;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Essential WWF 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.»*

V. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with the Conservation Director and Country Director, Practice Coordinators, 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.