



## JOB DESCRIPTION

**Position title:** Savannakhet Fisheries Project Officer, WWF-Laos

**Reports to:** Community Fisheries Project Manager, WWF-Laos

**Supervises:** N/A

**Grade (IPE scores):** 46

**Location:** Vientiane

**Date:** July 2018

### WWF-Laos

P.O. Box. 7871  
House no. 39, unit 05  
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Website: [www.wwflaos.org](http://www.wwflaos.org)

### 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](http://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.

The Project “**Prosperous Mekong Communities Through Fisheries Co-management That Protects River Biodiversity**”, is part of the Darwin Initiative, funded by the UK Government. It starts in July 2018 and runs for 2 years. The project focuses on the Xebanghien River in Savannakhet Province. The main objectives of the project are to increase and improve the stock of aquatic resources through the establishment of fisheries co-management structures and to support the improvement of local livelihoods.

The Project Officer will be based in Savannakhet at the local Fisheries Section office and will work in close coordination with the Project Manager based in Vientiane so that project activities are implemented timely and with good quality, including local stakeholder’s capacity building and monitoring of all project activities.

### II. Major Functions

The Project Officer is the representative of the project in Savannakhet province. He/she works in close cooperation with the PAFO’s Fisheries Section. He/she provides assistance to the implementation of all project activities i.e. the setting up of fish conservation zones, livelihoods diversification and research. He also prepares documentation in support of administration and

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Director General: Marco Lambertini  
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finance to the Project Manager and other project staff to ensure compliance with operations systems, policies and procedures of WWF-Laos.

### III. Major Duties and Responsibilities

- Support the Project Manager in all aspects of project implementation in Savannakhet, including administration and finance documentation i.e. monitor project expenditures and contracts with project partners and counterparts;
- Provide input to the development and revision of project annual work plan;
- Support the project manager in organizing yearly and 6-monthly meetings;
- Implement, in partnership with the Fisheries Section of Savannakhet Province, the work plan of the project, including:
  - Village baseline surveys,
  - Setting up of Fish Conservation Zones,
  - Livelihood diversification activities,
  - Research activities (e.g. village surveys),
  - Conducting awareness raising sessions in target villages,
  - Others as required by Project Manager,
- Coordinate the monitoring of implementation of the project work plan, and ensure that data for the project monthly monitoring report, as well as for 6-monthly and yearly reports, is submitted on time to the Project Manager.

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### IV. Profile

#### Required Qualifications

- Bachelor's degree in either fisheries, conservation, natural resources management, or in other relevant fields;
- Qualification in Project Management is preferred.

#### Required Skills and Competencies

- 3 years of practical experience in fisheries and/or livelihood development projects;
- Experience of working with Government officials and local communities; experience with transboundary issues preferable;
- Experience in conducting studies and coordinating research activities;
- Capacity to work remotely, under minimal supervision but keeping on work plan target;
- Excellent intra-team communication skills;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- **WWF's behaviors required:**
  - **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.»*

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- **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 Laos and GMPO: Interact on a regular basis with the 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 central government partners, and NGOs on an ad-hoc basis.

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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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