



JOB DESCRIPTION

Position title:	RAFT 3 Project Manager (Forest Coordinator)
Reports to:	Conservation Programme Manager
Supervises:	Project Managers, consultants when required
Grade (IPE scores):	B2, IPE-52
Location:	Vientiane Capital, Lao PDR with frequent travels to provinces
Date:	01 March 2016

I. Background

As part of its FY16-20 Strategic Plan, WWF Laos is implementing a comprehensive forest management and conservation programme in its Priority Landscapes and Priority Sites, aligned with the WWF International Network's Forest Practice. This includes protecting high conservation value forest, reducing illegal timber flows, ensuring sustainable production of key commodities that impact biodiversity, and increasing FSC (Forest Stewardship Council) certified forest area.

RAFT, which stands for "Responsible Asia Forestry and Trade", is a partnership between The Nature Conservancy (TNC), Institute for Global Environmental Strategies (IGES), The Center for People and Forests (RECOFTC), Tropical Forest Foundation (TFF), TFT (The Forest Trust), TRAFFIC, the Wildlife Trade Monitoring Network and WWF's Forest Practice. Since its beginning in 2007, RAFT has been building the capacity of countries, businesses and communities in Asia Pacific to practice legal and sustainable forest management and trade, with a focus on timber legality verification and the application of sustainable forest management practices, including practices that reduce carbon emissions. RAFT phase 3 in Laos starts in the early months of 2016 for a duration of 3 years.

II. Major Functions:

The RAFT3 Project Manager is responsible for the implementation of the RAFT 3 project (direct project implementation, including responsibilities for technical, financial and administrative aspects of the project) and is also the WWF Laos Forest Coordinator, responsible for supervising and providing support to all forest-related staff in the Country Office, in alignment with WWF's Forest Practice (forestry technical assistance). The RAFT Project Manager will also coordinate and receive guidance from WWF GMP Forest Hub and WWF International Forest Practice that are engaging in RAFT 3 regional activities.

III. Major Duties and Responsibilities:

- Project management
 - Confer with the Conservation Programme Manager, WWF Technical Advisors, and project partners, Government counterparts to develop annual and quarter/six month work plans based on the project budget and project work plan;
 - Monitor progress against activity work plans to ensure that the project/project components attain their objectives as cost-effectively and efficiently as possible;
 - Work with financial staff for project activities budget preparation, monitoring, and reporting activities;
 - Guarantee the financial integrity and accountability of project budgets;
 - Coordinate closely with all key stakeholders (national and international organizations) to ensure the smooth implementation of all forestry projects' components and activities and create synergy and cooperation between projects

- Prepare brief monthly reports and narrative six-monthly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available to the project and ensure all other reporting requirements are met.
- Specific RAFT 3 deliverables
 - Establish the Forest, Trade and Knowledge Platform with RAFT Partners, key donors and development organizations investing in the forest sector, existing Forest related fora, Government, private sector and associations, as well as local communities;
 - Work closely with RAFT Stakeholders to compile lessons learned as well as network best practices on sustainable Forest Management (Natural Forest, Plantation) and Trade to further facilitate knowledge sharing and information exchange across Lao Forest Sector, and collaborate with others WWF GMP countries;
 - Build and maintain networks of CSOs and academia from Laos to lend expertise and collaborate where needed;
 - Assess roles and responsibilities of CSOs and communities in the Forest commodity supply chain;
 - Ensure synergies, linkages, impact and policy influence through reviews and positioning on public policy and legal frameworks addressing the production and trade of timber
 - Assess the impact of RAFT interventions through supply chain sustainability analyses focusing on legality, traceability and certification.
- Overall Forestry coordination
 - Under the supervision of the Conservation Programme Manager, act as the Forest Practice Coordinator for WWF Laos;
 - Establish coordination mechanisms between the regional office and the Lao office;
 - Supervise and provide technical support to line-managed Project Managers in all areas related to Forestry;
 - Report on the progress and achievements made against the WWF Laos FY16-20 Strategic Plan with regards to all issues related to forestry, in close cooperation with the M&E Coordinator;

IV. Profile:

Required Qualifications

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

Required Skills and Competencies

- 5 years of practical experience in managing forestry-related projects in either INGOs or the United Nations or bilateral development agencies or private companies ;
- Experience of working with Government officials, local communities and donor representatives;
- Experience in conducting studies and coordinating research activities;
- Essential WWF competencies for such a position:
 - **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

V. Working Relationships:

Internal

- **WWF-GM:** Interacts closely with Country Management Team members. Interacts regularly with the Regional Forestry Technical Advisor. Engages with and supports WWF-Laos staff.
- **WWF Network:** Interacts with WWF Forest network and network donors.

External - Interacts with national governmental institutions, non-governmental organizations, academic institutions, the media, donors, partners, specialists/consultants, and other stakeholders.

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.