



## JOB DESCRIPTION

<b>Position title:</b>	Forest Programme Officer, WWF-Laos
<b>Reports to:</b>	Conservation Director, WWF-Laos
<b>Supervises:</b>	N/A
<b>Grade (IPE scores):</b>	IPE-47
<b>Location:</b>	Vientiane
<b>Date:</b>	May 2018

### WWF-Laos

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

E-mail: [laos@wwfgreatermekong.org](mailto:laos@wwfgreatermekong.org)

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 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.

WWF Laos' vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

Our Forest Programme aims at halting deforestation and ensuring Laos' forests are effectively protected or under improved management, using principles of sustainable forest management, certification schemes, value chain development and the promotion of responsible forestry governance and trade.

### II. Major Functions

The Forest Programme Officer provides forest and forestry technical support to all projects and staff in the Country Office, in alignment with WWF' Forest Practice (forestry technical assistance). He/she is also the focal point of WWF Laos in the WWF International Forest Practice.

President: Pavan Sukhdev  
Director General: Marco Lambertini  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernhard  
of the Netherlands

Registered as:  
WWF-World Wide 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  
Formerly World Wildlife Fund



### III. Major Duties and Responsibilities

- Provide technical support, including GIS services, to Project Managers and other WWF Laos' staff in all areas related to forests and forestry;
- Engage, together with Forest and Forestry Project Managers, on a regular basis with WWF Laos' Government counterparts (Department of Forestry, Department of Forest Inspection) and non-Government counterparts (e.g. local non-profit associations) to continue and build new cooperation initiatives;
- Under the supervision of the Conservation Director, be the WWF International Forest Practice Focal Point for WWF Laos and work with the regional WWF Forest Hub Team to develop strategies and programme growth;
- Assume implementation, monitoring and budget responsibilities for small grants directed at the Forest Programme and field-based projects;
- Report on the progress and achievements made against the WWF Laos 2015-2020 Strategic Plan with regards to all issues related to forests and forestry, in close cooperation with the M&E Coordinator;
- Represent WWF in relevant meetings, networks, stakeholders engagement platforms and partnership dialogues;
- Provide other operational and technical support to the Conservation Director and Country Director as required.

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### IV. Profile

#### Required Qualifications

- Bachelor's degree in forestry, natural resources management, environmental or conservation management, development studies, or in relevant fields;
- Qualification in project management and/or in monitoring and evaluation;
- GIS qualifications an advantage.

#### Required Skills and Competencies

- 5 years of practical experience in managing, supporting and/or advising forestry-related projects in either INGOs or the United Nations or bilateral development agencies;
- Experience of working with Government officials, local communities and donor representatives;
- Experience in conducting studies and coordinating research activities;
- Intermediate GIS skills – ARC GIS proficiency sought;
- 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;

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- **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 GMPO: Interact on a regular basis with the Conservation Director and Country Director, 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.

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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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