



JOB DESCRIPTION

Position title:	Forest Programme Support Officer, WWF-Laos
Grade:	S1 - 44
Directly reports to:	Forest Programme Officer, WWF-Lao PDR
Supervises:	N/A
Validity:	January 2019
Location:	Vientiane with frequent travel to southern provinces

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: wwf-laos@wwf.org.la
Website: www.wwf.org.la

I. Background

WWF's 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.

Our Forest Programme is looking for a Support Officer to provide administration support and assist in some aspects of project implementation.

II. Major function

The Forest Programme Support Officer assists the Forest Programme Officer, provides support to forest-related projects in various aspects of administration and compliance with operations' policies and procedures, and supports the implementation of projects in Vientiane and target areas.

III. Major Responsibilities

A. Project administration

- Facilitate all aspects of project administration and finance of the Forest Programme; advance request and clearance;
- Provide support to Project Managers in budgetary planning and reporting;
- Arrange logistics of external and internal project meetings, workshops, study tours, visits, travels, and training courses to ensure that they are properly

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organized and conducted and that minutes are accurately recorded and circulated to related parties;

- Carry out procurement tasks upon request and approval of the Project Manager in compliance with procurement policies,
- Prepare contracts with project partners, counterparts, suppliers and consultants as per the requirements of the Project Manager, and follow up with finance department to ensure payments are made on time;
- Be responsible for managing project documents, filing and maintaining as well as assist in pre-audits preparations;
- Provide other related administration and finance supports as required by the Project Manager.

B. Project implementation support

- Assist in the design and implementation of project surveys and studies when required;
- Assist in information management including data collection and processing as required;
- Provide support in preparing and organizing meetings, trainings and field trips.

IV. Profile

Required qualifications and experience

- At least Bachelor's degree in development studies, English, business administration or in relevant fields;
- 3 years of practical working experience, preferably as Project Support Officer / Assistant, providing administration / finance and project implementation support;
- Previous experience of working for INGOs, United Nations agencies or bilateral development agencies is an advantage.

Required skills and competencies

- Lao National;
- Be able to communicate in basic English;
- Computer skills (Word, Excel, Power Point, e-mail, internet);
- Detailed focus and accuracy on assigned tasks;
- Willing to learn new skills / experience;
- Flexible / creative in front of unexpected situations (solution-focused);
- Able to prioritize and keep a schedule;
- Good communication skills (internal, external);
- Ability to listen to others, and contribute to teamwork;
- Honest and open
- Ability to work in a multi-cultural setting;
- Adhere and proactively seek to practice WWF behaviour:
 - Strive for impact
 - Listen deeply

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- Collaborate openly
- Innovative fearlessly

V. Working Relationships:

- **Internal** – WWF Laos: Interact on a regular basis with Forest Programme Officer, Conservation Director, Project Technical Advisors, project staff, HRM, finance staff and project managers of similar projects in other GMP Country Programmes. Engage with and support WWF-Laos staff.
- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.

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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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