



JOB DESCRIPTION

Position title: Programme Development Manager

Reports directly to: Country Manager

Supervises: Conservation Team (Kikori Project Officer, Forest Conservation Officer, Marine Fisheries Officer, Tuna Fisheries Policy Officer and any other Conservation staff yet to be recruited)

Office: WWF-Pacific PNG Country Program

Location: Madang, PNG

Date: August 2015

I. Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was established in the Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries' and regional programme oversight is now headquartered. In 2008 the regional programme was split, into the Western Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The three country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, as the network restructured to magnify its global conservation impact in the Pacific Region.

The overarching Pacific Programme Office is hosted in the Fiji Office in the capital, Suva. The WWF Fiji Office is currently undergoing the process of being legally-registered as WWF-Pacific. To the WWF network it is known as WWF-Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme.

WWF PNG country programme is a legal presence in PNG, registered on March 1st 2002 under the Companies Act 1997 as an overseas company NO.3-45379.

WWF-PNG has had an influential role in both policy and achieving strong conservation wins in the recent past, including guidance on protected area policy (*Review of the Management and Status of Protected Areas and Action Plan – WWF/DEC 1992*) and conservation area policy (*PNG Conservation Areas Strengthening Project 1994-2000. WWF/DEC*). In partnership with the extractives industry and others, it has also delivered wins to adjust gas/oil pipeline routes to avoid High Conservation Value Areas, delivered successful livelihood development programmes, including a UNDP award-winning crocodile farming project in the Sepik, and engaged with communities to form wildlife management areas in both the Kikori Basin, Transfly and Madang Province. However, in the last four years, both its influence and visibility has waned, largely due to restructuring in 2013 and a consequent reduction in capacity. It remains a recognizable player in the conservation network, but has lost ground, particularly to The Nature Conservancy and Conservation International and to national NGOs like Partners with Melanesians, Eco-Forestry Forum and Forcert.

Currently WWF-PNG has a strong niche role in community related 'grassroots' projects, leading on work in eco-forestry, developing more sustainable livelihoods through micro-financing, and climate change related mangrove rehabilitation on a 2014 budget of PGK1.5m. Additionally, a tuna fisheries policy, management and certification project is due to begin imminently (2015)

In July 2015, WWF-Pacific Programme Office (PPO) embarked on the implementation of a five year (2016 to 2020) strategic plan, with a strong emphasis on a green growth solutions to development. The new strategy outlines key changes in the way the organisation will operate, both in conservation and operationally. The strategy in PNG is embedded in this (PPO) strategy and focusses on the two priority programme areas – Madang Province within the Bismarck and Solomon Seas ecoregion and the Kikori Basin, part of WWF's New Guinea and Islands priority place. WWF is currently the only international conservation NGO working in this remote region (Kikori) which is recognized as of global significance both for its cultural and its biological diversity

II. Major Function:

The Programme Development Manager provides effective leadership for the development, resourcing, and management to deliver conservation outcomes of the 2016 to 2020 WWF PNG Country Programme Strategic Plan

Together with the PPO Rep/Country Manager and Finance Manager directs programme at the national level, and with the Pacific SMT ensure coherent and / cohesive conservation outcome delivery at the regional level.

III. Major Responsibilities:

Fundraising & Partnership Development

- Secure funding for the delivery of the country five year strategic plan, by initiating, planning and coordinating with the Team, writing/developing and submitting strong concepts and or project proposals to Government Aid Agencies (GAA), PNG Corporates, Provincial Administrations, Foundations and WWF network
- Create opportunities for joint programming and fundraising within PNG, with business and corporates such as Air Nui Guini, BSP, Steamships Trading (Swire); with Provincial & District Level Administrations in Kikori and Madang, by initiating engagement where there is no engagement; nurturing and enhancing engagement where initiated, and growing and managing ongoing engagements
- Build the capacity of the conservation team to fundraise, engage and manage donor relations in liaison with the WWF-PPO Representative, Conservation Director and with support from the WWF-PPO HR and Communications teams.
- Work with the Public Sector Partnerships (PSP) Fundraiser on the planning, coordination, submission and monitoring of new proposals for funding to WWF Network donors , GAA donors, corporates, Foundations and other sources.
- Represents PNG country programme in the PPO Fundraising Committee (Funco) to monitor progress of fundraising, discuss and action opportunities.

Conservation Policy, Advocacy & Communication:

- Lead the formulation or review of position & policy papers and statements at national and regional level in support of sustainable natural resource development and management, toward achieving organisation goals, by working with the Country Manager & Regional Conservation Manager
- Manage, design & implement advocacy to actively promote positions ensuring contribution towards organisation goals.
- Initiate and or provide inputs to communications products/campaigns to ensure accuracy of information to promote the image of WWF-PNG and its conservation activities, both nationally and regionally.

- Act as spokesperson for the Programme on relevant issues to the national & local press and media and partners, in consultation with Country Manager.
- Represent WWF PNG at appropriate regional and national (WWF and non WWF) meetings and fora, as approved by the Country Manager.
- To significantly raise awareness of the conservation work being carried out and developed by WWF-PNG, through working with the Communications team, through all forms of available media, publications and promotion channels to help promote the profile of the organisation both nationally and regionally.

Conservation Programme Management:

- Lead and guide the conservation team in the development, implementation and quarterly reporting of the annual work-plans and the Annual Programme Monitoring System (APMS), by providing technical support and ensuring timely & efficient delivery of conservation outcomes
- Work closely with the M&E Co-ordinator to monitor impact of WWF PNG programme, undertake analysis of results quarterly, and make necessary strategic decisions to guide adaptation of the plans where needed.
- Provide discrete leadership and overall direction and coordination for all conservation activities and facilitate support for the delivery of the activities in the WWF-PNG country office.
- Input to reviews and conservation audits necessary for adaptive management for the conservation strategy of WWF PNG.

People Management and Organisational Development:

- Update and provide input to reviews of staffing requirements in order to maintain and build the conservation function at WWF-PNG.
- Review staff performance, providing coaching, training and mentoring to ensure that staff are appropriately motivated to deliver their performance objectives
- Work with HR Manager to identify any training needs and development opportunities for supervised staff, and provide inputs to the identification of training needs and career developments for conservation staff at WWF-PNG
- Update the Country Manager on performance of staff under technical supervision
- Engage in the recruitment of new staff to manage approved proposals and thus build the capacity and resources of the WWF-PNG programme FY16-2020.

Issues Resolution and Crisis Management:

- To raise any issues regarding conservation staff management and suggest resolutions in close liaison with the Country Manager and Conservation Director.
- Works with the Finance and Admin Manager as the in-country focal point to manage programme related crisis and risks when necessary-

Monitoring, Evaluation & Reporting:

- Oversee the monitoring and evaluation of the WWF PNG Conservation Plan in close liaison with the Regional M&E Officer
- Helps ensure timely monitoring and reporting of the WWF PNG Conservation Plan against GPF Goals and Objectives and compliance with WWF Network Standards and Key Performance Indicators (KPI) for the programmes in PNG.
- Ensure high quality TPR and donor reports are submitted on time or as and when required.

IV. Requirements

Qualifications & Experience:

- A Masters qualification or higher in an environmental or associated conservation/management of natural resources field.
- A proven track record of 3-5 years of successful fundraising and implementing programmes/projects in the field of conservation, biodiversity, natural resource management, international development and/or related fields.
- Experience in largescale project management, team building nationally and cross country
- Knowledge of the terrestrial and marine climate changes likely to impact on PNG and the Pacific region.
- Knowledge of the institutional and legal framework in PNG, as well as of relevant political, environmental and cultural issues.
- Evidenced skills in the research, communications and awareness raising field would be a strong asset.

Required Skills & Competencies:

- Proven ability to work both independently, innovatively and self-sufficiently, as well as within a team structure to develop fundraising opportunities.
- Demonstrated fundraising skills and experience of working with a wide range of donors and potential donors.
- Strong skills in developing projects and understanding the need for timely monitoring, evaluation and reporting to meet the requirements of both WWF and donors.
- Proven knowledge and experience of the not-for-profit sector, preferably with an emphasis on environmental and related livelihood development non-government organizations.
- Excellent inter-personal skills, with the ability to develop, influence and maintain strong and credible relationships at all levels, both internally and with local communities, government agencies, the not-for profit sector, scientific, business and corporate communities.
- Excellent oral and written communications skills in English and proven negotiation, influencing and media relations skills.
- Fluency in or a working knowledge of Tok P'sin would be a considerable asset.
- Knowledge of research techniques and an ability to work independently would also be an advantage.
- Literacy with a range of relevant computer software and operating systems.
- Adherence to and a good understanding of WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

Working Relationships

Internal – Engages closely with and builds on existing relationships within the WWF network itself. In particular, working closely with WWF-PNG partners in the Pacific.

External – Maintains and continually develops strong relationships with new and potential partners among all relevant bi- and multi-lateral PSPs, foundations, the private corporate sector, government agencies and other NGOs and CBOs to develop and build support for delivery of the priority programmes identified in the regional PPO and PNG strategies, goals and objectives.

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.

Approved by WWF-Pacific Representative: _____

Date: _____

Accepted by Staff member: _____

Date: _____