



JOB DESCRIPTION

| | |
|----------------------------|--|
| Position title: | Lao Thai Fisheries Project Manager / Water Coordinator |
| Reports to: | Conservation Programme Manager |
| Supervises: | Project Managers and Officers, consultants when required |
| Grade (IPE scores): | IPE-52 |
| Location: | Vientiane Capital, with weekly travels to provinces |
| Date: | April 2016 |

I. Background

As part of its FY16-20 Strategic Plan, WWF-Laos is implementing a comprehensive freshwater conservation programme in its Priority Landscapes and Priority Sites, aligned with the WWF International Network's Water Practice. This includes protecting key water ecosystems, key species, reducing illegal fishing practices, ensuring fishing becomes sustainable and does not negatively impact biodiversity, and increasing the total size of protected river areas.

The Lao Thai Fisheries Project (LTF), supported by WWF Switzerland, starts in April 2016 and runs for 3 years. The project focuses on two provinces along the middle Mekong main stem. The main objective of the project is to increase and improve the stock of aquatic resources through the establishment of fisheries co-management structures, scientific research on fish species, and support the improvement of local livelihoods.

II. Major Functions:

The LTF **Project Manager** is responsible for the implementation of the LTF project (direct project implementation, including responsibilities for technical, financial and administrative aspects of the project) and is also the WWF-Laos **Water Coordinator**, responsible for supervising and providing support to all water/fisheries-related staff in the Country Office, in alignment with WWF's Water Practice (water and fisheries technical assistance). The Water Coordinator will receive and coordinate guidance from the WWF GMP Water Hub and the WWF International Water Practice staff who are engaging in regional activities.

The post holder will be based in Vientiane but supervise LTF project staff based in Bolikhamxay and Khammouan provinces as well as provide support to other staff based in the country's southern provinces.

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;

- Travel to target area on a regular basis to provide hands-on support to project officers based in Paksan and Thakhek;
- 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 water and fisheries 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.

- Water Coordinator

- Under the supervision of the Conservation Programme Manager, act as the Water Practice focal point 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 water and fisheries;
- Report on the progress and achievements made against the WWF -Laos FY16-20 Strategic Plan with regards to all issues related to water and fisheries, in close cooperation with the M&E Coordinator.

IV. Profile:

Required Qualifications

- Bachelor's degree in either watershed management, fisheries, 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 water/fisheries-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;
- Proven ability to manage team remotely;
- Excellent English writing skills;
- Essential WWF competencies for such 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
- **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance
- **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically
- **Managing Resources:** Makes the right judgments based on financial and resource availability

V. Working Relationships:

Internal

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