



JOB DESCRIPTION

Position title:	Civil Society Project Manager, WWF-Laos
Reports to:	Conservation Director, WWF-Laos
Supervises:	N/A
Grade (IPE scores):	51
Location:	Vientiane
Date:	December 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: wwf-laos@wwf.org.la
Website: www.wwf.org.la

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.

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.

The civil society project supports WWF Laos' activities in engaging civil society organizations and community-based organizations to strengthen their capacity so they can fully exercise their environmental rights and are enabled to influence decision-making to promote sustainable use and equitable benefit sharing of natural capital and the ecosystem services derived therefrom.

The project helps to establish an enabling environment for civil society organizations to actively participate in natural resources management processes. The capacity building activities raise civil society organizations and community-based organizations' skills not only to exhibit quality participation, but also to monitor those processes and contribute through relevant channels whenever necessary.

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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



II. Major Functions

The Civil Society Project Manager supports the planning and management of project activities in SIDA-supported projects and leads the monitoring and reporting of project activities in support of all SIDA-supported projects. Tasks also include overall supervision of financial and administrative aspects of the project. He/she organizes project execution in line with programmatic objectives, engaging national counterparts and building reputation for quality design and reliable delivery. He/she is accountable for all project deliverables. He/she is also the Focal Point of the WWF International Governance Practice in Laos.

III. Major Duties and Responsibilities

- Manage project activities, project budget and create synergies for effective management and report to the Conservation Director;
- Together with the project managers of SIDA-supported projects, and with support from the Southern Provinces Coordinator and Forest Programme Officer, prepare annual project implementation plans with project partners;
- Develop, monitor, review and update projects' activities work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible;
- Prepare monthly monitoring reports (MMR), 6-months and yearly technical reports against the approved work plan and budget plan, as per donor and Government counterpart requirements;
- Monitor and review the monthly, quarterly and annual budget expenditure reports; provide recommendations/feedback. Based on that report, together with the finance department, prepare expenditure reports vs projects' achievement for project managers of SIDA-supported projects and Government counterparts;
- Manage, build and maintain networks and partnerships on biodiversity conservation and civil society with relevant agencies, NGO partners, local authorities and local communities;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities;
- Participate in the recruitment and selection of staff under supervision and consultants;
- Be the focal point of the SIDA-supported Greater Mekong Civil Society Programme in Laos and coordinate, consult and report on programme implementation on a regular basis with the Regional Programme Coordinator;
- Be the Focal Point of the WWF International Governance Practice in Laos and participate in its relevant coordination mechanisms.

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IV. Profile

Required Qualifications

- Master's degree in development or social studies, natural resources management, environmental or conservation management, or in relevant fields;
- Qualification in project management and/or in monitoring and evaluation;
- Qualification in civil society development studies an advantage.



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Required Skills and Competencies

- 5 years of practical experience in managing, supporting and/or advising forestry-related projects or civil-society projects in either international NGOs or the United Nations or bilateral development agencies;
- Experience of working with Government officials, local communities and donor representatives;
- Experience in coordinating multiple projects or separate project components;
- Experience in working in a multicultural environment and regional projects;
- Essential WWF behaviour for such a position:
 - **STRIVE FOR IMPACT:** "I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact".
 - **LISTEN DEEPLY:** "I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say".
 - **COLLABORATE OPENLY:** "I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally".
 - **INNOVATE FEARLESSLY:** "I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same".

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.

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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