

## **JOB DESCRIPTION**

**Position title:** Conservation Impact officer, WWF-Vietnam  
**Directly reports:** M&E Coordinator and Footprint Director, WWF-Vietnam  
**Supervise:**  
**Location:** Ho Chi Minh, Vietnam  
**Date:** December 2019

### **I. Background:**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

WWF-Vietnam is implementing number of projects in order to reduce human footprint on natural ecosystems, particularly to reduce plastic pollution from Vietnamese territory into the ocean and also to reduce footprint of other sectors such as textile, sand-mining, etc. on freshwater ecosystems. Plastic project funded by BMUB is one of the biggest projects with an aim to contribute to reducing plastic pollution through various strategies to reduce the volumes of plastic debris currently entering the Pacific Ocean, such as improving waste sorting, collection and treatment and addressing national level priorities in both the policy sphere and in public awareness and behaviour change.

### **II. I. Major Function:**

Conservation Impact Officer will directly support Plastic project funded by BMUB and other specific projects in Footprint programme to operate consistently with the donors' and WWF's Program and Project Management Standards, and support the Conservation Impact (M&E) function of WWF-Vietnam in the administration of M&E tools (such as C2G, project performance tracking, conservation impact monitoring). More specifically, this includes technical support for Plastic and Footprint projects to set up proper M&E Plans, develop knowledge and information management systems, disseminate and facilitate the use of relevant tools for project management and knowledge management, and coordinate with project teams to support development of projects' reports in a timely manner according to WWF-Vietnam and donors' quality requirements. The position will also support Conservation Impact (M&E) function in providing services as helpdesk/admin hub for M&E tools such as online databases: Project performance tracking, C2G, and conservation impact monitoring.

### **III. Major Duties and Responsibilities:**

#### ***M&E support for Plastic BMUB and other Footprint Projects***

- Develop M&E plan for BMUB Plastic project and other Footprint projects
- Ensure that the projects' indicators and activity plans are fit into online database for project performance tracking and monitored rigorously with full buy-in of project staff
- Develop necessary templates (sub-database) for data collection supporting projects monitoring, contributing to knowledge and information management systems and aggregating to (where possible) the conservation impact indicators.
- Support and build capacity of the Plastic project Component leads, Site Managers, Project Managers, Practice Coordinators and staff to utilize the online reporting platforms and knowledge and information management systems
- Assist Footprint director to coordinate BMUB plastic TPR and Footprint bi-annual TPR
- Coordinate with Component leads, Site Managers, Project Managers and staff to ensure quarterly and 6-monthly project reporting to ensure project performance are updated timely, stored properly, and linked to conservation impact (Programme Office) reporting as and when required

- Support and build capacity of the Component leads, Project Managers, Site Managers, Practice Coordinators and staff to conduct data analysis on thematic areas and on specific needs for project management and learning
- Support the projects to collect required information for Risk assessment and management, including social and environmental risks
- Support the Program Director and Project Managers in setting up necessary procedures to comply with Risk Management protocols and Environmental and Social Safeguards policy.
- Support the provision of data/information on the program/achievements for internal and external communications/PR purposes
- Provide regular feedback through Vietnam Conservation Impact (M&E) team and Plastic BMUB project and Footprint program meetings regarding M&E progress, challenges, lessons learned, and proposed adaptive management

#### ***Other tasks to support Vietnam programme M&E function***

- Engage in disseminating, training and supporting Vietnam staff to utilize the project performance tracking tool, other M&E tools, and knowledge and information management systems
- Support Project Manager and staff to ensure project reporting on performance are conducted and updated timely, stored properly, and linked to program and office reports
- Promote Project and Program Management Standards via training, hand-on coaching to the project staff
- Participate and facilitate learning and sharing activities of projects and program
- Collect feedback from users on how functionalities of systems and tools can be improved, and propose adjustments where required
- Study and follow-up with WWF Network guidance on Risk Management and Environmental and Social Safeguards to support in dissemination and rolling out to projects.

### **III. Profile:**

#### **Required Qualifications**

- Bachelor's degree in management, MIS, natural resources management, environmental or conservation management
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of at least 03 years of practical experience in M&E
- Some project management experience will be beneficial
- Knowledge and experience on Social Development Goals, social and environmental safeguards will be beneficial
- Proven experience in data management, data analysis, report writing
- Previous experience in supporting the development of log frame, M&E plan
- Strong in training, rolling out ICT based tools in M&E

#### **Required Skills and Competencies**

- Ability to work within a multi-cultural international team
- Good presentation & interpersonal skills
- Report writing skills
- Data management and Data analysis
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

### **IV. Working Relationships:**

Internal: close working relationship with the Line Manager; day-to-day working relationship with the project field teams.

External: Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, 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.*