



WWF *for a living planet*

JOB DESCRIPTION

Position: Conservation Manager, WWF Mozambique

Reports to: Country Director, WWF Mozambique

Supervises: All WWF Mozambique conservation staff

Location: Maputo, Mozambique, with travels and visits outside

I. Major Functions

- Leads the development, management and implementation of the WWF Mozambique Conservation Strategy and Annual Plans, ensuring strong delivery on the WWF Mozambique Conservation KPIs;
- Provides advice and collaboration to the Country Director, and other WWF offices / teams, as appropriate;
- Promotes the vision and objectives of the WWF Mozambique Conservation Strategy and Plan to external and WWF stakeholders and participates in strategic partnership building / fund raising approaches to them in coordination with the Country Director as appropriate;
- Supervises WWF Mozambique conservation staff, providing technical assistance as required, in accordance with WWF policies, procedures and standards.
- Makes sure all the Country reports on all Monitoring Tools, namely the APMS/SPM, Dashboard, C2G, Technical Reports and others are delivered on time and with due quality.

II. Major Duties and Responsibilities

Programme Development

- Ensures that a Conservation Plan relevant to national policies, constituencies, and civil society is developed and approved by the Country Director;
- Initiates, investigates, evaluates and develops concepts, operating plans and budgets for projects in Mozambique, integrated in the Conservation major programs and assist with the preparation of TOR's for specialists engaged,
- Consults with relevant specialists/consultants externally and within the Network to gather information relevant to the development and implementation of the Conservation Plan and its component programmes / projects.
- Engages in strategic partnership/fund raising approaches with relevant international and national stakeholders, including government, donor, civil society, corporate entities and WWF stakeholders, on conservation and related issues, in coordination with the country director, governance and partnership development manager, appropriate WWF National organisations.

Programme leadership and management

- Ensures that the Conservation Programme is effectively implemented and contributing to the vision and priorities defined in WWF's Global Programme Framework;
- In line with the Conservation Strategy and Plan, develops annual workplans with clear priorities for the WWF Mozambique conservation programmes / managers, and oversees their efficient implementation;
- In line with the requirements of a Network-wide monitoring and reporting system, ensures that a conservation monitoring and reporting system at WWF Mozambique is established and implemented, measuring its performance against the Conservation Plan and Country Strategy;
- Ensures appropriate high-quality staffing of the WWF Mozambique conservation programme, based upon regular analyses of staffing needs (technical, financial, management, policy, lobbying / advocacy, linguistic), detailed job descriptions for all positions, and the hiring of qualified staff;
- Ensures appropriate conservation programme organizational structures, policies, processes, and responsibilities, and ensures that these are understood by all conservation program staff – to promote effective teamwork within the office, particular between technical and financial sections,
- Manages conservation staff relationships in a positive and proactive manner, ensuring participative decision-making within the conservation programme;
- Reviews and assists in the preparation of technical reports, as appropriate, ensuring timely submission to donors, the Country Director, and all relevant entities of WWF Network, in compliance with WWF standards;
- Working closely with Finance staff, ensures the development of conservation programme budgets for approval by the country director and monitors expenditures against budgets, making sure there are no under or over expenditures, preventing deficits;
- Ensures that WWF Mozambique conservation staff cooperate with financial, operational, and programmatic audits, and implement audit recommendations in a timely manner;
- Works closely with the Communications Manager to ensure that all technical reports and other relevant

documents are posted onto the WWF Project Database;

- Within the scope of the conservation programme, promotes the WWF brand and raises the image of WWF in Mozambique;
- Ensures that all conservation staff working for WWF Mozambique are fully informed of WWF's Mission and its Global Programme Framework, and kept abreast of new developments, policies, and procedures; and
- Performs other duties as requested by the Country Director or his/her designate.
- Manage staff recruitment, capacity building, mentoring and performance review

III. Profile

Required Qualifications

- At least an MSc degree in an appropriate field (conservation/environment/natural resource management / marine / forest / freshwater / terrestrial ecology). Additional academic training in a management field would be a strong asset;
- More than 6 years of experience in leading, developing, and managing programmes / large-scale projects in one or more of the above-mentioned fields.
- At least 3 years of experience in leading diverse and multi-disciplinary teams, Experience in the Southern Africa region in particular in the Mozambique context would be a strong asset.
- Knowledge of and experience with monitoring and evaluation of programmes / projects, and;
- Knowledge of the institutional and legal framework of the environment and conservation in Mozambique, as well as of relevant policy issues.

Required Skills and Competencies

- Proven leadership skills;
- Demonstrated experience in developing, implementing, and evaluating strategic plans and policy;
- Strong skills in project planning, financing, management, implementation, and evaluation;
- Demonstrated experience in landscape management approaches would be a prioritization criteria;
- Experience working with government and with donors / government aid agencies;
- Proven knowledge and experience of the not-for-profit sector, preferably of environmental non-government organisations;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, including with local communities, government agencies, the not-for-profit sector, and the scientific community;
- Excellent oral and written communications skills in English and Portuguese; and
- Adherence to WWF's values, which are Knowledgeable, Engaging, Optimistic and Determined

IV. Supervisory Responsibilities

The Conservation Manager is ultimately responsible for the supervision and management of all WWF Mozambique conservation staff. Direct day-to-day supervision will be exercised over the Landscape Programme Coordinators/leaders. The Conservation Director will involve himself/herself as appropriate in the hiring, development, and evaluation of all WWF Mozambique conservation staff.

V. Working Relationships

Internal: Interacts and works closely and on a regular basis with project implementation personnel in general and project leaders in particular, both in Maputo and in the field. Coordinates and interacts as appropriate with members of ecoregion teams, species teams, and WWF Regional Office for Africa, WWF International, and other WWF Network staff.

External: Interacts with governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, under the guidance of the Country Director.

VI. 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.