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JOB DESCRIPTION

Position title: Conservation Manager, WWF Zimbabwe

Reports to: Country Director, WWF Zimbabwe

Supervises: All WWF Zimbabwe project and technical staff

Grade: B2

Location: Harare, Zimbabwe

Date : September 2017

I. Mission of the Department: To conserve and maintain a wide range of biodiversity and ecological processes and services and contribute to sustainable livelihoods in places that matter to Zimbabweans and the WWF Network.

II. Major Functions

- Ensures that the WWF Zimbabwe Conservation Strategy is implemented through effective project implementation and development;
- Promotes the vision and objectives of the WWF Zimbabwe Conservation Strategy to external and WWF stakeholders, and participates in strategic partnership-building / fundraising approaches to them in coordination with the Country Director;
- Ensures that WWF Zimbabwe technical standards and reporting requirements are met; and
- Leads the design and implementation of a monitoring, evaluation and reporting framework to track delivery against WWF Zimbabwe goals and objectives.

III. Major Duties and Responsibilities

- Ensures that a Conservation Strategy relevant to national policies, constituencies, and civil society, and aligned with the relevant Global Program frameworks, is developed and implemented;
- Is responsible for all aspects of project management, through Project Managers and their teams, by the appropriate application of support and advice;
- In line with the Conservation Strategy, develops annual Conservation Programme work plans with clear priorities for WWF Zimbabwe, and oversees their efficient implementation;
- Develops and maintains a monitoring and reporting system for WWF Zimbabwe that ensures the very best practice in project management and that provides timely reports according to the formats and schedules of partners and Network;
- Ensures strategic engagement with relevant international and national stakeholders on conservation and technical issues, including strong engagement on policy issues;
- Promotes the vision and objectives of the WWF Zimbabwe Conservation Strategy to

government, donor, civil society, corporate, and WWF stakeholders at national- and international-level meetings, conferences, and for a in collaboration with Country Director as appropriate;

- Participates in strategic partnership-building / fundraising approaches with government, donor, civil society, corporate, and WWF stakeholders;
- Ensures compliance to standards, both internal and external, for all projects and conservation activities;
- Is responsible, in line with the Conservation Strategy and in consultation with project staff and all relevant contacts, for the development and submission of project concepts and proposals, and for continuity of project implementation, to ensure best practice in conservation and the growth of the conservation programme;
- Participates in Senior Management Team meetings and other activities, in support of the Country Director and other Heads of Department; and
- Performs other duties as requested by the Country Director or his/her designate.

IV. Profile

Required Qualifications

- Advanced university degree in an appropriate field (conservation / environment / natural resource management forest / freshwater / terrestrial ecology). Additional academic training or a degree in a management field would be a strong asset;
- Proven track record in successfully developing, leading, and managing projects in the field of conservation, natural resource management, international development, and/or other related fields;
- At least 7 years professional experience in a leadership role, of which at least 4 years should have been spent developing, leading, and managing large scale programmes with diverse and multi-disciplinary teams in the Southern Africa region (preferably Zimbabwe); and
- Knowledge of the institutional and legal framework of the environment and conservation in Zimbabwe, as well as of relevant policy issues.

Required Skills and Competencies

- Proven leadership and team management skills;
- Skilled in negotiation, liaison, and in relationship and conflict management;
- Strong skills in project planning, proposal writing, financing, management, implementation, and evaluation;
- Strong organisational and analytical skills;
- Strong vocational interest in nature conservation;
- A working knowledge of financial management, especially of projects;
- Negotiation, influencing, and media relation skills, preferably at a high level;
- Excellent inter-personal skills, with the ability to network and to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community, and the WWF Network;
- Adaptable, flexible, able to take initiative and prioritize among competing demands
- Excellent oral and written communications skills in English; and
- Adherence to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.

V. Supervisory Responsibilities

The Conservation Manager is ultimately responsible for the supervision and management of all WWF Zimbabwe project and technical staff. The Conservation Manager will involve himself/herself as appropriate in the hiring, development, and evaluation of all WWF Zimbabwe project and technical staff.

VI. Working Relationships

Internal: Interacts with the WWF Zimbabwe project and technical staff on a regular basis. Coordinates and interacts as appropriate with other conservation leaders in WWF Country Offices, members of Practice teams, WWF Regional Office for Africa, WWF International, and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the WWF Zimbabwe Country Director.

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.

Prepared by..... Date

Approved by Date

Accepted by Staff member: Date: