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WWF-Cambodia

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Annex 1:

JOB DESCRIPTION

Position title	: Landscape Manager
Reports to	: Conservation Program Director
Supervises	: Thematic Managers, Government Liaison Coordinator, dotted line to Ops Team
Location	: Eastern Plan Landscape (EPL) , Mondul Kiri, Cambodia
Date	: December 2019

Position Summary:

Landscape Manager plays the lead role in the planning, coordination, and management of landscape conservation plan. S/he is responsible for all aspects of this work, including the planning, management, financial, and administrative aspects of the landscape program. S/he organizes project execution consistent with program objectives by engaging multi-stakeholders and promoting conservation impact.

I. Major Duties and Responsibilities:

1. Work with management team and relevant partners to create and implement the vision for Landscape Program which is align with WWF Cambodia Strategic Plan.
2. Play the lead role in strategic planning, coordination, implementation, reporting and management of the landscapes
 - Providing inputs on the conservation needs and issues from the landscape to contribute to the delivery of the Strategic Plan matrix deliveries.
 - Define the directions of action plan of the landscape in order to deliver landscape Strategic Plan in line with the country conservation strategy.
 - Provide leadership and overall direction for all activities and facilitate and support the delivery of the actions specified in the Action Plan Monitoring System (APMS) of the landscape.
 - Communicate the action plans to all landscape team for understanding and smooth implementation.
3. Oversee overall budget management of the landscapes—responsible for overall management of landscape budgets by working closely with thematic managers/project managers on budget coordination with accountabilities to finance team for smooth implementation of the work plan.
4. Oversee effective human resource management:
 - Take active role in the recruitment and selection of staff under your supervision and consultants when required
 - Responsible as direct line manager of Thematic Managers, Government Liaison Coordinator/Finance and Admin Officer by reviewing individual work plans, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately and that staff deliver the performance objectives.
 - Work with HR Manager to identify training needs in landscape in charge for all staff and provide training when required.
5. Work with PD Manager to support fundraising by providing inputs to proposal

development.

6. Assist Conservation Program Director with liaison of donors and networks on project/program implementation.
7. Accountable for landscape program by leading the development and regular review work plan of a consistent landscape program.
8. Coordinate with TAs to ensure that lessons learnt and knowledge are shared with all landscapes team.
9. Responsible for implementing Standard Operations Procedure (SOPs) to ensure that landscapes is in full compliance with WWF policies, procedure and also country law.
10. Recommend to the Country Director and / or Conservation Program Director any changes that might be required to develop or improve the organization on conservation strategy.
11. Ensure the effective collaboration with provincial governor, and related government offices for smooth implementation of the program/project
12. Additional duties and responsibilities as required by the Conservation Program Director.

II. Qualifications:

Education & Experience

- Master's degree in natural resources management, environmental or conservation management, bioregional planning, development studies, or in relevant fields
- 5 years of practical experience in leading and managing conservation program in Cambodia
- Proven experience of managing programs funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of multi millions USD.
- Experience of working in multi-cultural environment and international organizations
- Thorough understanding of socio-economic, conservation and development issues in Cambodia
- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations
- Knowledge of M&E systems,

Skills & Abilities

- Must possess strong Project Management - planning, time management, coordination; People Management – coaching, mentoring, capability development, networking, building teams; and Financial Management – budgets, costing, cash flows, skills.
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Networking, coordination, and facilitation skills.
- Report writing
- Problem solving and conflict resolution and management
- Monitoring and evaluation is preferred
- Experience with strategy and programme development, including successful fundraising.
- Experience engaging diverse stakeholders and extreme tact in dealing with sensitive matters.

- Experience in working in complex organisations and ability to lead and influence without formal authority. Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels in an international, multicultural and multilingual organization.
- Possess strong negotiation, influencing and communication skills. Has the ability to liaise with senior management staff, relevant staff in different functional areas, local communities, government agencies, governmental policy and decision makers, the business community, media, donors etc. all in a professional, positive manner.
- Decision making skills with strong business acumen and drive for results;
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Experience with strategy and programme development, including successful fundraising.
- Good command of English language, both oral and written communication skills. Any other language, especially another Greater Mekong dialect is advantageous.
- Must be able to travel extensively and at times to do this with very short notice.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

III. Working Relationships:

1. **Internal** - works under the supervision of and reports directly to the Conservation Program Director. Supervise thematic managers, Provincial Liaison Coordinator, consultants or volunteers as needed. Coordinate works with Project Managers, other Managers and Technical Advisors at regional and country levels and WWF Cambodia operations team. Interacts with WWF's Network partners as necessary.
2. **External** - Interacts with government agencies national and provincial levels, private sector entities, civil society organizations, academic institutions, the media, etc.

This JD 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.
