

## JOB DESCRIPTION

<b>Position title:</b>	Programme Officer, Foods, WWF–Vietnam
<b>Reports to:</b>	Project manager(s), Foods programme
<b>Supervises:</b>	CSOs, interns or consultants as required
<b>Location:</b>	Can Tho, Vietnam
<b>Date:</b>	October 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 has developed an aquaculture strategy that focuses on reducing the impacts from aquaculture to maintain the ecological integrity of the Mekong Delta by addressing social, economic and environmental sustainability through WWF's Aquaculture Improvement Projects (AIP), and Market Transformation Initiative (MTI). WWF encourages large retailers and restaurant chains to adopt responsible seafood procurement policies that call for sourcing responsibly farmed seafood products. Through this approach, WWF-Vietnam also engages with the government to design/revise a regulatory policy that will support a responsible aquaculture industry. Within the DANIDA project (phase 4th) period 2018-2021, we are the following objectives:

- **Objective 1:** *A strengthened civil society contributes to improved policies and their implementation in key sectors in terms of improved environmental sustainability, increased social inclusion and economic equity for youth, women and men.*
- **Objective 2:** *Market-based change mechanisms contribute to sustainable production and consumption with increased social inclusion and economic equity for youth, women and men.*

Besides that, WWF-Vietnam signed the agreement with Nothcoast Seafood DK A/S (importer) and TAIKA (exporter) to conduct the project “Introducing cost-sharing for ASC certification of Vietnamese small-scale shrimp farmers in the supply chain for farmed shrimps” in April 2017. The purpose of the project is to ensuring the participation and accountability of seafood buyer and processor in the supply chain for responsible shrimp aquaculture from shrimp farmer cooperatives. The project seeks to establish a cost-sharing model where the expenses of certifying and sustaining ASC certification are shared more evenly between the value chain actors.

In order to provide significant supports to CSOs, CBOs, Private sectors (seafood buyers and processors) and Project Manager(s) in terms of technical capacity, events facilitation, project implementation coordination, etc. we are looking for one committed, results-driven individual for the position of Programme Officer base in Cantho City, Vietnam.

### II. Major Functions:

The Programme Officer will provide support to the Project manager / Program Coordinator in the planning, management, implementation, monitoring and reporting of projects' activities to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the projects and programme's management, partners and other relevant stakeholders in the project sites.

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

- Provide support to project manager/coordinator in the project planning, overall supervision and implementation of project and/or programme activities.
- Monitor and update the implementation of the work-plans, budget and expenditure; advise project manager/coordinator on revision of project annual work-plan and budgets.
- Provide technical support and advice to manager/coordinator and staff, counterparts and consultants, and respond to requests for information of the in-charged projects.
- Provide project manager/coordinator with information on regulations, decisions and legal decrees relevant to project activities and approaches
- Assist in the development and implementation of the project's outreach and conservation awareness components.
- In cooperation with other project members, organize meetings, workshops and training courses and facilitate workshops, discussions and consultations with partners and stakeholders under the projects/ programme.
- Represent the projects/programme in meetings with farmers, local government counterparts and project partners and take minutes of project meetings when required.
- Work with relevant colleagues to collect and compile all available data and information on the status, key threats, and issues related to projects and present field data gathered for further analysis, marketing and for communications' products.
- Monitor issues and trends in related fields, and topics and issues relevant to related programme. Keep up-to-date with the work of other organizations and companies working on related issues.
- Know well of the programme strategies and support for contributing of whole programme impacts.
- Perform administrative tasks such as support logistics (e.g. workshops, meetings, visits, travels, etc.) for the project, provide translation and interpretation when required, set-up project filing system to be applied and followed by all project staff
- Other tasks may be assigned as necessary according to organizational needs.

### **III. Profile**

#### ***Required Qualification***

- Bachelor degree on aquaculture, environment, natural resource management, environmental economics, or in relevant fields
- Practical experience as Project Officer in related fields
- Experience in conducting studies and coordinating research activities
- Experience of working with CSOs, SMEs, Government officials, local communities and/or donors at all levels
- Familiarity with the project areas and local context will be an asset
- Experience of working INGOs or bilateral development agencies is an advantage
- Knowledge of aquaculture, conservation, environment and natural resource management issues in Viet Nam, especially in related fields.
- Working knowledge of policy/institutional context in related field in Viet Nam
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the projects
- Knowledge of WWF structure, priorities and procedures as well as WWF's ecoregional approach to conservation
- Knowledge of M&E methodology, quality assurance
- Knowledge of WWF's PPMS is an advantage



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

- Networking and Team work skills
- Good using Microsoft office and statistic softwares
- Good reporting, communications and negotiation skills
- Good planning, organization, time management, facilitation and coordination skills
- Fluency in written and spoken English
- Demonstrates WWF behaviours 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:** Interact frequently with WWF staff including WWF-Vietnam's Food Programme, Conservation Team, WWF-Vietnam, WWF Greater Mekong as well as the WWF network staff to present / exchange experience in aquaculture work in Vietnam and globally.

**External:** Actively contact with related stakeholders, including Government agencies at national and local levels, private sectors (farmers, enterprises, etc.), international and local NGOs working on related issues, donors.

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 organization needs.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: