

## JOB DESCRIPTION

**Position title:** Footprint Conservation Director (FCD)  
**Reports to:** Country Director  
**Supervises:** Plastic Program; Climate Change & Energy Program; Food Program, and relevant consultants  
**Location:** Hochiminh, Vietnam  
**Date:** ASAP

### 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 is implementing a comprehensive program of conservation activities in the Mekong Basin with a strong focus on the Mekong Delta, one of the 2 priority landscapes of WWF Vietnam. WWF is also engaged in the Resilient Asian Deltas initiative that includes the Mekong Delta.

On the footprint perspective, as Vietnam is on a just transition to a climate resilient and low carbon future for people and nature contributing to global cooperation to limit warming to 1.5oC. On the other hand, 50% of the agriculture and aquaculture farming areas in the Mekong Delta of Vietnam is sustainably managed, with no habitat conversion (C-free), by applying efficient use of resources and climate –smart farming practices and to ensure biodiversity conservation, resilience to climate change, and benefits to rural communities. Therefore, to increased awareness in choice of environmentally and socially sustainable foods is needed.

### Major Functions:

The FCD is a member of Country Management team and will oversee the delivery of Footprint Program outcomes and partnerships. S/he will ensure that WWF-Vietnam develops and maintains relationships with Government Aid Agencies (GAA), Foundations, Trusts, strategic corporate partners and the WWF Network; s/he will ensure the effective coordination and development of fund raising proposals in order to deliver footprint program objectives of the Country Office Strategic Plan, aligned with Practice and Global goals.

The FCD is also responsible for developing and implementing a Footprint Program strategy for WWF-Vietnam. S/he will manage to deliver the Footprint Annual workplan through Country Management Team and Footprint Development and technical advice through the Country Practice Leads/Focal Points of Footprint. S/he will also manage resource allocation and work plan coherence across the regional landscapes and those which are operating across national level. It is expect to manage 5 million annual program with around 30-50 staff, in close co-operation with donors and relevant WWF Vietnam Country and Asia Pacific Regional staff. He/she will oversee the management systems, operational procedures and capacity-building for key project cooperators.

### III. Major Duties and Responsibilities:

- Oversee the development of, and monitor, review and update the footprint program to ensure that the program achieves its goals and objectives as cost-effectively and efficiently, and specifically strategy for 2025.
- Accountable for the delivery of high level footprint successes through the implementation of WWF-Vietnam's conservation programs as prescribed in the WWF-Vietnam Strategic Plan.
- Accountable for resource management of the footprint program Unit including review staffing requirements involving relevant country and regional staff to manage the project.
- Cooperate with program audits, and implement audit recommendations
- Shared responsibility for stakeholder engagement with the country Practice Lead/Focal Points particularly for national level stakeholders (e.g. Ministries) and accountable for coordination of cross- plastic stakeholder engagement.
- Manage financial risk within the Conservation Unit.

- Lead, coach, and develop members of footprint program Unit to conduct reflective performance appraisals and adaptive management.
- Responsible for developing footprint programmatic fundraising plans, and developing proposals in coordination with the PSP Manager (for non-technical content, procedures, network standards, donor requirements) and Country Management team, Practice Leads/Focal Points (for technical content);
- Seek and update the funding priorities of GAAs, Foundations, Trusts, strategic partners and the WWF Network with support and cooperation of Global Practice Leaders, Sustainable Finance Director, Country Director and WWF gatekeepers in PIA, APGS and others network offices;
- Screen the technical inputs/ programme information (pipeline, proposals, negotiation, and donor agreements) to Corporate Relations and Major Donor functions;
- Work with the country Practice Leads, fundraising functions and WWF Network shareholders to identify opportunities for fundraising;
- Mainstream WWF International's Programme Standards into every country project and programme and build capacity of concerned staff in better application of these standards, in coordination with the M&E Coordinator.

#### **IV. Profile:**

- At least Master's degree in a field relevant to project/programme administration and/or water/natural resources management, environmental or conservation management or relevant fields.
- Proven experience in managing large and complex environment & development projects/programmes in developing country
- At least 10 years of post-graduate full-time practical experience preferably in plastic and natural resources projects
- Minimum 5 years of proven track record in project management, leading teams in public-funded projects of > 4 million USD.
- Work experience in Vietnam, or any other Mekong country is an additional asset, or neighboring countries with similar socio-economic setting.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations.
- Knowledge of M&E methodology, quality assurance. Knowledge of Project/Programme Planning and Management; familiar with implementing ESMF.
- 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

#### **V. Working Relationships:**

**Internal:** Interact on a regular basis with Asia Pacific and network, Project Manager in the landscape, Conservation and Program Development Director, Landscape Managers/Practice Coordinators of Country Programmes. Coordinate and consult with related project focal person

**External:** Interact with Governments, project donor, local partners, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation

*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*