

JOB DESCRIPTION

Position title: Forests Program Coordinator, WWF-Vietnam
Reports to: Conservation and Program Development Director (CPDD)
Supervises: Forest Practice staff and consultants as required
Location: Hanoi Vietnam with frequent travel to project areas and other countries in the Greater Mekong region as required
Date: July 1st, 2018

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. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

II. Major Functions:

The Forest Program Coordinator is the technical lead and country focal point for Forest related initiatives in WWF-Vietnam. The role is responsible for strategic direction of the program, identifying and developing funding opportunities, acting as representative on technical issues in relevant fora and overseeing the effective coordination, planning, management, implementation and monitoring of projects and activities related to Forest conservation in the country. The Forest Program Coordinator is responsible for ensuring cohesion and alignment between WWF-Vietnam and the broader WWF Network within the Forest Practice including the Forest Hub in the GMP Region and the global Forest Practice team. Coordination with other teams in the fields of Wildlife, Sustainable Finance and Markets, which link to forest conservation initiatives, is also required.

III. Major Duties and Responsibilities:

Forest Program development, implementation and management

- Develop, maintain, adapt, monitor and ensure implementation of the Vietnam Forest Practice Strategy;
- Take responsibilities for overall planning, management, implementation and monitoring of projects and activities within the Forest Practice to fulfil country practice goals and outcomes, supporting the completion of the country conservation strategy and ensure integration of Forest program work into WWF Monitoring and Evaluation mechanisms;
- Manage staff under direct line management, providing relevant training, coaching and capacity building and ensuring they deliver on their performance objectives;
- Where allocated, manage project activities, project budgets and reporting including preparing progress reports, monitoring technical, financial and administrative aspects and ensuring all project requirements are met;
- Act as coordinator between Forest Program activities and staff, others relevant Vietnam Program Coordinators (e.g. Wildlife, Sustainable Finance) Conservation and Program Development Director, Regional Forest Hub and Global Forest Practice;
- Work extensively with the Global Forest Practice and Regional Forest Practice Hub teams to ensure integration into relevant High Impact Initiatives and Areas of Collective Action and Innovation and ensure WWF-Vietnam representation within the wider WWF network;
- Monitor, update and report on Critical Contributions under the Vietnam Forest Practice;
- Review and sign-off on all technical outputs in relation to forest conservation produced by WWF-Vietnam.

Technical inputs and capacity building for Practice team in Vietnam

- Provide strategic guidance and strategic capacity building for Forest Program staff/teams;
- Provide technical support and training to staff in relation to forest conservation;
- Provide support, capacity building and mentoring for practice project teams based on their needs and in line with the practice strategy and leverage resources in the Global Forest Practice knowledge and capacity building program.

Fundraising

- Identify funding opportunities for the Forest Program from different sources, including within the WWF Network, external PSP donors, corporates, partners etc;
- Develop and maintain relationships with strategic donors relevant to the Forest Program to ensure WWF-Vietnam priorities represented in donor strategies and funding opportunities maximized;
- Develop, implement and monitor the funding strategy for the Forest Practice;
- Act as technical lead for fundraising opportunities within Forest Program and coordinate with fund raising functions (including Forest Hub, PSP, Corporate Relations and Major Donors) to develop technical concepts/proposals and associated budgets;
- Support technical staff in the field of forest conservation to provide inputs into proposal development.

Representation, Communication, Networking

- Responsible for networking including establishing relations with all key stakeholders, to implement the policy and advocacy strategy for the program;
- Represent WWF-Vietnam in national and international meetings, conferences and workshops as appropriate;
- Act as focal point for WWF-Vietnam communications in relation to forest conservation, through close collaboration with the communications department.

Other

- Undertake other relevant works as assigned by CPD;
- Provide regular updates to the CPD on technical implementation, staffing and funding opportunities and shortfalls.

IV. Profile:

Required Qualifications

- Master's or higher degree in forest conservation related field including natural resource management, environmental or conservation management, bioregional planning, development studies, or other relevant field;
- At least 8 years of experience in project management in an international/national development organisation or similar, of which at least 5 years should be in a related field;
- In-depth knowledge and understanding of development and conservation issues and the context of Vietnam and the forest conservation field;
- Experience with strategy and programme development, including successful fundraising;
- Experience of working with Government officials, local communities and donors;
- Fluency in English and Vietnamese both written and spoken;
- Computer literacy (e.g. Microsoft office, relevant conservation software, GIS software etc).

Required Skills and Competencies

- Strategic thinking skills to ensure the program is relevant, networked and impactful;
- Leadership skills to drive the Forest Program objectives, advocate among peers and partners, support project staff and ensure relevance;
- People management skills including staff management and support, capacity development and coaching, developing teamwork, negotiation skills and conflict resolution;
- Project management skills including project planning, coordination, time management and logistics;
- Financial management skills, including budget preparation and management and oversight of financial administration procedures;
- Networking, coordination, and facilitation skills for both internal and external audiences and partners;
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization;
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

1. **WWF-Vietnam internal:** work under supervision of and reports directly to the Conservation & Program Development Director. Supervise project staff implementing program activities. Interact on a regular basis with other functions including other Program Coordinators, Fund Raising (i.e. PSP, Corporate Relations and Major Donors); Monitoring & Evaluation, Communications and Finance Unit.

2. **WWF Network:** Connect to, liaise with, develop partnerships between and provide input into the broader WWF Network on behalf of the WWF-Vietnam office, especially in relation to the GMP Forest Hub, global Forest Practice team and donor offices, to ensure the achievement of the Vietnam Forest Practice Strategy and WWF's Country Strategy, and global goals and outcomes.
3. **External:** Interacts with government agencies at national, provincial and district levels, private sector entities, civil society organisations, academic institutions, the media, and donors and partners.

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 Supervisor:

Date

Accepted by Staff member:

Date