



## JOB DESCRIPTION

<b>Position title:</b>	Project Manager, Lang Sen, WWF-Vietnam
<b>Directly reports to:</b>	Mekong Delta Landscape Manager, WWF-Vietnam
<b>Technically reports to:</b>	Mekong Delta Landscape Manager, WWF-Vietnam
<b>Supervises:</b>	Consultants when required
<b>Validity:</b>	1 year with potential extension
<b>Location:</b>	Field office in Can Tho

### Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a Regional team in the Hanoi, Vientiane and Bangkok offices. The 'Greater Mekong Programme Office' was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

The Mekong Delta (MD) is one of WWF's priority landscapes in the region. Conservation intervention in the MD began in 2003 in coastal areas. In 2005, WWF launched its first freshwater wetland conservation project in the Mekong Delta at Tram Chim National Park. The position will manage the project "Life under a new climate: preparing rural livelihoods through ecosystem based adaptation at Lang Sen Nature Reserve" that is built on the successful work in Tram Chim.

### I. Major Functions

The Project Manager is responsible for the planning, management and implementation of the project and ensures compliance with the Project Document and WWF's contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the Project. He/she will oversee the development of management systems, operational procedures and capacity building of key counterparts.

### II. Major Responsibilities

#### A. Action Plan Development and Implementation

- Provide inputs to conservation action plan at country level
- Implement and monitor the activities as defined in the action plan

#### B. Work plan Development and Implementation

- Confer with the Conservation Programme Manager, Landscape Manager, Project Technical Advisor, and counterparts to develop annual work plans based on the project budget and project work plan;
- Monitor progress against work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible.

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**C. Overall Management**

- Effectively supervise the management of all project resources
- Work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets
- Monitor the timely implementation and financial management of sub-contracts to government departments
- Monitor conservation activities conducted by selected service providers and partners
- Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and create synergy and cooperation between projects
- Meet regularly with Government counterpart, establish and convene regular meetings of the project steering committee
- Coordinate linkages and work programmes with Government counterparts and seek cooperation with other relevant projects: provincial, national and NGO-supported
- Promote and set up mechanism for information sharing with Government and other organisations
- Oversee the development and maintenance of database of all technical reports, presentation, maps, data and information, pictures produced by the project (forest area, ha of plantation, species, volume harvested, value, companies, etc)
- Facilitate donors and VIP visit to project sites and coordinate and organize in-country and international study tours and field visits
- Frequently travel to existing project areas
- Support consultants or counterpart staff in organizing training courses, workshops and seminars
- Act as trainer, facilitator, interpreter if required
- Review and provide technical comments to technical studies
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

**D. Partnership Development and Networking**

- Establish relations and keep regular contact with key partners (multi-sectoral, government and non-government) at local, national and regional levels (for implementation and networking/lessons sharing)
- Meet regularly with Government counterparts, establish and convene regular meetings of the project steering committee
- Ensure good and close liaison in collaboration with project network, stakeholders and other WWF projects
- Develop and maintain effective contacts with a wide range of external contacts with organizations and individuals who can assist in the conservation activities
- Develop network of project collaborators and agents for implementation, from local sources and provincial/district offices
- Promote the organization's image in the community by attendance at meetings and for a in related fields

**E. Communications**

- Liaise and introduce activities to the donor and other interested groups, both public and private sector, inside and outside WWF
- Raise awareness among public sector institutions and regulatory bodies concerning the project and its objectives
- In collaboration with the Communications Coordinator / Officer, develop press release/conference on results of project and expansion possibilities
- Provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and project activities

**F. People Management and Organization Development**

- Involve in the recruitment and selection, induction and coaching of Project Support Officer upon requirement of the Project Manager
- Provide training on rattan inventory, management as well as set-up village rattan producers operations systems
- Assist the Project Manager in the identification of counterpart staff to assist the project as well as suitable candidates for national consultant posts and developed JDs
- Assist the Project Manager in the development of JDs for consultants and monitoring of the consultants' work when required
- Monitoring of the work by consultants and project partners as well as local government staff regarding forest and rattan management and harvesting plan as well as business linkages
- Work with the Project Manager and counterpart on the capacity building of key counterparts

#### **G. Monitoring and Evaluation, Reporting**

- Coordinate the monitoring of implementation of the project work plan and budget, and ensure that project monthly monitoring report are submitted by project partners as well as coordination between WWF and partners
- Responsible for the project monitoring indicators system – set up form, collect data & fill in tables
- Secure community and project stakeholder participation in development of the Monitoring and Evaluation Plan
- Assist in the preparation of weekly, quarterly technical & financial updates & six-monthly progress reports following WWF/IKEA format. Ensure that data & information are correct.
- Disseminate the technical report among the public sector institutions and regulatory bodies
- Review and edit reports made by consultants if required.

This JD covers the main tasks and conveys the spirit of the type of tasks that are anticipated from staff. Other tasks may be assigned as necessary according to organizational needs.

### **III. Working Relationships**

#### **1. Internal**

- **WWF GMPO:** Reports directly to Mekong Delta Landscape Manager. The position is requested to work closely with the Mekong Delta team to ensure that all the objectives related to WWF GMPO Strategic Plan (2011-2015) will be achieved.
- **WWF Network:** Coordinate and consult with related project focal person

#### **2. External**

- Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders

### **IV. Requirements**

#### **1. Education and Qualification**

- Bachelor degree in conservation, natural resource management, bioregional planning, environmental, or in relevant fields
- Qualification in Project Management

#### **2. Knowledge**

- Proven understanding of development and conservation context in the Mekong Delta.
- Knowledge of soils, hydrology and related cropping systems of the Plain of Reeds
- Knowledge of conservation and natural resource management issues in the Plain of Reeds.

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- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in Vietnam
  - Knowledge of WWF structure, priorities and procedures as well as WWF's eco-regional approach to conservation
  - Knowledge of M&E methodology, quality assurance
- 3. Experience**
- 5 years of practical experience in managing projects and/or conservation management
  - Experience in conducting studies and coordinating research activities
  - Experience of working with Government officials, local communities and/or donors at all levels
- 4. General Skill**
- People management, coaching and capacity building/development
  - Financial management
  - Presentation, communications, and negotiation
  - Networking and Teamwork
  - Planning, organisation, time management, facilitation, and coordination
  - Fluency in written and spoken English and Vietnamese
- 5. Technical Skills**
- Hydrological, biodiversity and soil surveys and mapping
  - Report writing
- 6. Abilities**
- Willing to visit remote areas
  - Working independently
  - Travelling extensively, nationally and to a lesser extent internationally

## **V. WWF's Mission and Values**

It is part of every staff member's terms of reference to contribute to **WWF's mission**:

WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- *conserving the world's biological diversity*
- *ensuring that the use of renewable natural resources is sustainable*
- *reducing pollution and wasteful consumption.*

It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Passionate and Optimistic, Challenging and Inspiring, Credible and Accountable, Persevering and Delivering Results.

Prepared by: \_\_\_\_\_ Signature \_\_\_\_\_  
Mekong Delta Landscape Manager, WWF-Vietnam

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_  
HR Manager, WWF-Vietnam

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature \_\_\_\_\_  
Country Director, WWF-Vietnam

Date: \_\_\_\_\_

Accepted by:

Signature

Date:

Staff member