



WWF *for a living planet*

JOB DESCRIPTION

Position title: Plastic Policy Coordinator, WWF-Vietnam
Reports to: Oceans Program Coordinator, WWF-Vietnam
Supervises: Project Officer(s)
Location: Ha Noi, Vietnam
Date: November 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.

Plastic waste is a very hot issue globally, which draws the attention of many countries and organisations. Many countries have long sought after different methods to better manage or reduce plastic waste within their countries and contribute to global effort of this scourge covering the planet. In light of that context, Vietnam has been at the forefront of tackling this issue with commitments from high level leaders like the Prime Minister, the Minister of Natural resources and Environment, engaging active participation in regional forums and platforms. The Prime Minister of Vietnam has also called upon active participation from organisations, individuals and businesses to combat plastic waste pollution.

Currently, WWF is working globally on a solution to the tackle the waste pollution crisis by supporting countries to build a global treaty on reducing marine plastic waste. WWF has urged all nations to express their vested support to begin immediate negotiations for a new global treaty to tackle plastic pollution in marine environments and for countries to begin driving an action plan within the context of this agreement.

Since 2017, WWF-Vietnam has also been working actively to develop its Plastic program, which covers a wide range of areas including policy advocacy, engaging businesses, building a network of Plastic Smart Cities, robust communications programs to drive behavior change in organisations and individuals toward the mitigation of plastic waste affecting the country.

To further support and enhance international, national and city efforts, especially in advocating for policies and solutions to better manage plastic waste, WWF-Vietnam is looking for a candidate who would be part of our team to drive those changes forward.

II. Major Functions:

The Plastic Policy Coordinator will be responsible for

- Advocacy with national government and, where appropriate, provincial or city/district governments, on the call for a legal binding treaty on marine plastic pollution, including link to regional fora (ASEAN, COBSEA, UNEP, etc)
- Provide policy support to WWF Vietnam and city government partners on developing national/local regulations for waste management, plastic waste reduction, EPR and other specific city regulations in support of plastic smart cities work and to inform, link with and contribute to the global policy work
- Working in and with WWF Vietnam for (a) coordinating with Regional and Global Policy Team for (b) above

III. Major Duties and Responsibilities:

Policy Advocacy and Development for Legally Binding Treaty on Marine Plastic Pollution



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- Contribute to the delivery of the global plastic policy objectives and execution of the global plastic policy strategy in the region through coordinating and advocating with the Vietnamese Government, reaching out and keeping good contacts with government officials
- Identify policy opportunities in Vietnam and through Vietnam's regional role particularly as incoming ASEAN Chairperson and its membership in COBSEA, PEMSEA, Greater Mekong, etc, to advance global policy objectives and provide overview to the regional policy core team;
- Facilitate national advocacy efforts for global, regional and national policy asks and contribute to driving global and regional policy priorities
- Identify needs and production of policy papers and other policy documents specific to Vietnam and contribute to developing policy arguments and reports relevant for driving the global policy agenda in the region
- Contribute to creating a good working relationship with other WWF national offices in the region on plastic policy and facilitate sharing of good practices and lessons learned, including customizing global templates for Vietnam
- Coordinate with the Regional Policy Adviser and work closely with the other members of the regional and global policy teams
- Lead on specific tasks and responsibilities for the regional policy team as agreed with the Regional Policy Adviser, including reporting on the sub-grant to the WWF Coral Triangle Programme

Policy Support for Cities Pillar and National Policy Advocacy

- Provide policy, governance, and institutional-building support and advice to the WWF VN program office particularly on reduction of key plastic wastes, improved waste segregation and collection systems, improved recycling and markets for secondary materials, and landfill management working across public and private/communities sectors in support of the Cities Pillar-Pilot Countries objectives and strategy, including national and city policy advocacy for EPR in coordination with the Regional EPR Lead
- Develop tools for effective advocacy work on plastics such as guidance documents, talking points and FAQs, etc
- Contribute to increasing capacity of WWF VN plastics team on plastic policy through guiding staff, sharing experiences, and developing tool and guidelines as appropriate
- Work closely with the WWF VN plastic team implementing pilot projects to ensure cohesiveness of policy work with other plastics objectives

IV. Profile:

Required Qualifications and Experience

- Bachelor or Master degree in policy advocacy, law, waste management or natural resources management.
- Demonstrated experience and proficiency in policy advocacy and development
- Experienced in an environmental government agency, environmental NGO, or relevant international development agency.
- Good understanding of political, ecological, social and cultural context of Vietnam, including of relevant issues (for example biodiversity issues related to marine ecosystems, waste management and pollution impacts, multi-lateral environmental agreements)

Required Skills and Competencies

- Good strategic and analytical skills to shape the projects for the objectives of the programme to be reached.
- Excellent communication skills including high cultural sensitivity.
- Good writing and analytical skills, experience with writing reports to donors



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- Ability to both work effectively independently and take a creative approach to reaching out for support when needed.
- Strong skills in team building and demonstrated ability to work in a devolved team situation.
- Fluency in oral and written English.
- Willingness and ability to travel,
- 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 other projects in WWF-Vietnam; Global and Regional Policy Team; Regional Policy Adviser; Regional Cities and EPR Leads; WWF CTP Leader & Communication Specialist

External - Interact with Vietnamese National Government; Vietnamese Sub-National/Local Governments; Regional and International organisations; Industry and Private sector representatives; Research, scientific and academic institutions; NGO Partners / Stakeholders

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