



JOB DESCRIPTION

Position title:	Program Coordinator (Southern Annamites biodiversity projects and species conservation program)
Directly reports to:	Vietnam Conservation Program Manager
Supervises:	Project officers and Project teams in Southern Annamites and related consultants
Validity:	Asap
Location:	Ha Noi with frequent travel to Landscapes

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.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

WWF Greater Mekong Programme Office has embarked on new strategic plan FY11-FY15. The new strategic plan outlines changes in the way WWF GMPO operates, both in conservation and operation aspects.

I. Major Function

The Program Coordinator plays the lead role in the planning and coordination of the WWF effort to conserve Southern Annamites biodiversity projects and species conservation program crossing to the country. He/she is responsible for all aspects of this work, including the planning, coordination aspects of the biodiversity project and species programme under technical advisory of Conservation Program Manager. He/she organizes project execution consistent with programme objectives engaging national counterparts and building reputation for quality design and reliable delivery.

II. Major Responsibilities

A. Strategy and Action Plan Development and Implementation

- Provide inputs to conservation action plan at country level

- Provide inputs on the conservation needs and issues from the landscape to contribute to the development of GMPO Strategic Plan
- Define the directions of action plan of the program in charge in order to deliver the conservation strategy of GMPO
- Provide leadership and overall direction and coordination for all activities and facilitate and support the delivery of the actions specified in the Action Plan Tracker of the program in charge
- Communicate the action plan of the program in charge to all staff when required
- Implement and monitor the activities as defined in the action plan

B. Work plan Development and Implementation

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

C. Fundraising, Partnership Development, and Networking

- Provide inputs to marketing and fundraising proposals and communications when required
- Manage, build and maintain networks and partnerships on biodiversity conservation with relevant government agencies, NGO partners, provincial and communal authorities, and local communities
- Promotes the organisation's image in the community by attendance at meetings in related fields

D. Overall Coordination

- Coordinate the development and regular review of a consistent landscape programme, by integrating individual existing and new projects into a coherent landscape vision and strategy.
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote the landscape activities
- Facilitate donors and VIPs visit to project sites
- Ensure that effective cooperation with programme audits, and audit recommendations are implemented in a timely manner upon consensus of the advisory committee
- Work closely with the project officers on overall technical, financial and administrative aspects of the projects.
- Work closely with the conservation program manager and relevant staff to develop the conservation species program in all priority landscapes.
- Responsible for direct management of two ongoing projects: **“Strengthening local capacity on Biodiversity Conservation and Forest Management in Southern Annamites Landscape”** and **“Ecosystem Service assessment, capacity building and integrated planning in the Southern Annamites”** including working with and supervising project technical officer, consultants and project field team, planning, assigning and overseeing project activities and tasks, ensuring project deliverables and final outputs being achieved as planned, and prepare technical progress project reports.

E. People Management

- Responsible for coordination with Project officers in Southern Annamites

Landscape and Technical Advisor committee by reviewing individual work plan, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that staff deliver the performance objectives

- Involve in the recruitment and selection of staff under supervision
- Work with HR Manager to identify training needs and development opportunities for supervised staff
- Identify counterpart staff to assist the program as well as suitable candidates for national consultant posts and developed JDs
- Develop JDs for consultants and monitor the work of the consultants to make sure that the expected outputs are delivered
- Oversee the capacity building of key counterparts

F. Issue Resolutions

- Identify project delivery issues and ensures effective coordination of project resources
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

G. Monitoring and Evaluation, Reporting

- Monitor and review the activity work plan of the landscape in charge
- Provide support to the evaluation of the landscape activities
- Ensure the biological monitoring system and monitoring results are in place and communicated among conservation partners and other key stakeholders in the landscape, nationally, and internationally
- Prepare periodically technical reports against the approved work plan and budget plan, as per donor requirements
- Make reports to the WWF GMPO and the Government when required
- Provide regular reports and analysis to the Conservation Programme Manager to facilitate continuous improvement

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 organizational needs.

III. Working Relationships

1. Internal

- **WWF GMPO:** Interact on a regular basis with Conservation Programme Manager, other Landscape Managers, Strategy Leaders and Technical Advisors at regional and country levels.
- **WWF Network:** Liaise with relevant teams to provide inputs and seek supports as required

2. External

- Interact with all relevant stakeholders at the community, commune, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on ad-hoc basis

IV. Requirements

1. Education and Qualification

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

2. Knowledge

- Thorough understanding of socio-economic, conservation and development issues in Vietnam and in the landscape in charge
- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector in the landscape
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations
- Knowledge of WWF's PPMS is an advantage

3. Experience

- 5 years of practical experience in leading and managing programme or project, 2 years of which should be in the related landscape
- Proven experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors
- Experience of working in species conservation program
- Experience of working in multi-cultural environment and international organisations

4. General Skill

- People management, coaching and capacity building/development
- Networking
- Influencing
- Financial management
- Presentation and communications
- Coordination & Facilitation
- Fluency in written and spoken English
- Proficiency in MS Office

5. Technical Skill

- Leadership and management
- Report writing
- Problem solving and conflict management
- Monitoring and evaluation

6. Ability

- Working under pressure and with minimum supervision and staying on task
- Travelling frequently

7. Personality

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- Outgoing
 - Resilient
 - Tactful

V. WWF's Mission and Values

1. 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.*
2. 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:
Conservation Program Manager,

Signature

Date:

Reviewed by:
HR Manager

Signature

Date:

Approved by:
Country Director

Signature

Date:

Accepted by:
Staff member

Signature

Date: