

JOB DESCRIPTION

Position title: Project Director, IKI Sand Project “*Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry*”

Reports to: Steering committee (including Conservation and Program Development Director Vietnam, Country Director Vietnam, WWF Greatermekong Regional Lead Water, WWF-Germany Project Manager Asia);
Day to day report to Conservation and Program Development Director Vietnam

Supervises: Senior Technical Officer, relevant consultants

Technical lines: National Project Coordinator

Location: Ho chi minnh, 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.

The continuous accumulation of sediments has contributed to the formation of the Mekong Delta and at the same time prevented its subsidence below sea level. The balance between steady sand accumulation and erosion is threatened by the effects of climate change, rising sea levels and the decrease in sediment loads from the Mekong basin. The aim of the project is to reduce the vulnerability of the Mekong Delta to climate change and its socio-economic consequences through the sustainable extraction of river sand and gravel. The project follows an approach that aims to raise public awareness of the impacts of unsustainable sand and gravel extraction. The urgent need for action by policy-makers is ensured by mobilising expertise and involving the media. Furthermore, the project prepares recommendations and develops planning instruments for the political partners and promotes dialogue between the mining and processing industries of river sand and gravel in order to counteract further unsustainable sand and gravel extraction. The project comprises four components: (1) *A sediment budget (mainly sand and gravel fractions) for the Mekong Delta has been established in coordination with important actors. For this purpose, available data from the countries in the upper reaches as well as data collected by the project are used;* (2) *The effects of unsustainable sand and gravel extraction are known to the public and relevant decision-makers in the Mekong Delta;* (3) *Key actors in the construction sector have access to information on the risks and opportunities of different sourcing methods for sand and gravel;* (4) *Recommendations and guidelines for the consideration of the sustainable extraction of sand and gravel in the Mekong Delta in the political regulations are designed and promoted*

The total budget for this project is EUR 3.2 million and project duration is 48 months.

II. Major Functions: The Project Director is responsible for the overall control, planning, management, implementation and reporting of the IKI sand 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, in close co-operation with WWF Germany as the lead applicant and relevant WWF Vietnam Country and GM 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 project activity work plans to ensure that the project achieves its objectives as cost-effectively and efficiently as possible.
- Represent the project internally and with external partners; maintain regular contact with partners, and represent the project in meetings, workshops, conferences, and symposium to present project activities and achievements (task shared with Greater Mekong Lead Water)
- Maintain regular contact with partners to keep them apprised of project activities and to seek feedback

for continuous improvement. Develop and maintain effective contacts with a wide range of external contacts, including organizations and individuals who can support project activities.

- Review staffing requirements involving relevant country and regional staff to manage the project. Recruit and select key project staff and consultants and approve their appointment.
- As a line manager, approve individual work plans, manage performance, provide training, coaching and advice to ensure that staff are appropriately motivated and meet their performance expectations. Conduct performance appraisals of staff under supervision.
- Develop TORs and monitor the work of the consultants to ensure completion of deliverables.(task shared with Greater Mekong Lead Water)
- Cooperate with program audits, and implement audit recommendations
- Establish and enforce effective quality control systems.
- Raise issues of technical and management concern to the relevant country and regional staff
- Accountable for the submission of regular project progress reports as prescribed by the donor, presenting achievements, impact, challenges and propose adaptive management.

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 conservation & development projects/programmes in developing country
- At least 10 years of post-graduate full-time practical experience preferably in conservation and water/natural resources projects
- Minimum 5 years of proven track record in project management, leading teams in public-funded projects of > 3 million Euros.
- 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.
- Professional experience with donor-funded projects; specific knowledge of German Financial Cooperation would be a strong asset.
- Fluent business English, ideally at least basic Vietnamese language skills, command of German an asset,
- 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 WWF Germany and relevant Strategy Leaders, Technical Advisors, Project Manager in the landscape, Conservation Directors, Landscape Managers/Practice Coordinator 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