

## JOB DESCRIPTION

<b>Position title:</b>	Project Officer, WWF- Vietnam
<b>Reports to:</b>	Plastic Policy and EPR Coordinator, WWF- Vietnam
<b>Supervises:</b>	Stakeholders, consultant as required
<b>Location:</b>	Hanoi, Vietnam
<b>Date:</b>	December 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.

Marine litter, especially plastic waste is a very hot issue globally, which draws the attention of many countries and organizations. 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 organizations, individuals and businesses to combat plastic waste pollution.

Extended Producer Responsibility (EPR) aims to reduce the economic and environmental burdens of waste management by extending the responsibility of producers to the end-of-life products. EPR has been widely implemented in European countries and draw positive results. In the draft Law on Environmental Protection and the National Action Plan on Marine Plastic Debris Management to 2030, the Ministry of Natural Resources and Environment (MONRE) has identified to develop and implement the EPR policy. At the same time, Packaging Recycling Organization (PRO) Viet Nam, the alliance of consumer packaged goods industries in Viet Nam, also formed and develop their roadmap and strategy to act and contribute to the solution of addressing the urgent challenge of packaging waste. WWF network is also actively promote the effective EPR schemes in order to identify the best suit solution for Vietnam.

As part of its global commitment to the conservation of natural resources and biodiversity, WWF-Vietnam has been working actively to develop its Plastic program with an aim to contribute to reducing plastic pollution from Vietnamese territory into the ocean, while addressing national level priorities in both the policy sphere and business responsibility. The full-scale Plastic program that is conducting by WWF - Vietnam comprises main four categories: (1) Marine Protected Areas; (2) Plastic Smart Cities; (3) Policy Advocacy and EPR; and (4) Communications and Outreach Campaigns.

To further support the Plastic program in Vietnam, especially in advocating for policy and solutions and engaging businesses to better manage plastic waste, WWF-Vietnam is looking for a Project Officer who would be part of our team to drive those changes forward.

### II. Major Functions

The Project Officer is technically and logistically in charge of assistance of policy advocacy/supporting regarding plastic waste. He/she will responsible for assisting to and co-working with the Plastic Policy and EPR Coordinator in supervision of relevant activities conducted by partners, stakeholders, and consultants; assisting the Plastic Policy and EPR Unit in policy support to national government, city government partners, Regional and Global Teams, on developing EPR, regulations on plastic waste management, plastic waste reductions.

### III. Major Duties and Responsibilities

- Participate as WWF-Vietnam Team member, assist to and co-work with the Plastic Advocacy and EPR Coordinator (and other relevant staff) in planning and monitoring (in both technical and financial), and facilitating the implementation in compliance with donor's and WWF's requirements/ policies and in line with work plans;



- Assist to the Plastic Advocacy and EPR Unit in making daily correspondences when necessary;
- Proactively provide technical and logistical inputs/support to and ensure timely follow up the Plastic program, partners, stakeholders, and consultants for planning, implementation, monitoring and evaluation, report progress of activities regarding EPR and policy advocacy/support;
- Notably access and provide timely to information, technical documents, reports of partners, relevant stakeholders (e.g. local authorities, governmental technical agencies, Regional and Global Teams, etc.), consultants in an objective-oriented manner, including quality assurance;
- Proofread the translation of reports and other materials as needed by the partners, relevant stakeholders, consultants, etc.;
- Maintain effective communication with partners, relevant stakeholders;
- Co-work with Communication and Campaign Unit in WWF - Vietnam and relevant partners, stakeholders, consultants, etc. in development of materials and launching events regarding EPR and plastic policy;
- Ensure timely prepare and coordinate, with the supports of relevant staff, the organization of training courses, workshops, meetings regarding EPR and policy advocacy/support (arrangement, meeting agenda, preparation of presentation document, and taking event minutes/report, etc.);
- Attend training courses, workshops, meetings regarding EPR and policy advocacy/support as representative for the Policy Advocacy and EPR Unit as required.

#### **IV. Profile**

##### **Required Qualifications and Experiences**

- Bachelor or preferably Master degree in the major of solid waste management, policy development, environmental economy, sustainable production and consumption, natural resources management;
- At least 5 years of practical experience in area(s) related to the above-mentioned area(s);
- Demonstrated experience in EPR and/or environmental policy review and/or development;
- Demonstrated experience in solid waste management is an advantage;
- Experience in policy advocacy and development is an advantage;
- Experience in an environmental government agency, environmental NGO, or relevant international development agency;

##### **Required Skills and Competencies**

- Good organizing/planning and analytical and practical problem-solving skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints;
- Good research, presentation, training skills as well as report writing skills;
- Strong skills in teamwork 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 plastic program team, finance team of WWF-Vietnam; Global and Regional Policy Team; Global and Regional EPR Team; Engage with and support WWF - Viet Nam staff.

**External** - liaise and work with Vietnamese Government agencies, partners, stakeholders, consultants, NGOs.



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*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.*