



JOB DESCRIPTION

Position title: Rattan Project Support Officer, WWF-Laos

Grade: A2, IPE-45

Directly reports to: Project Manager, WWF Lao PDR

Technically reports to: Rattan Project Manager

Supervises: N/A

Technically supervises: N/A

Validity: Aug 2015

Location: Vientiane with opportunities for field visit depending on activities and requirement by project manager

WWF-Laos

P.O. Box. 7871
House no. 39, unit 05
Saylom village, Chanthabouly district,
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Background

The IKEA-WWF Rattan Project (Phase 1 and 2) (2006-2011) set-up best practices, which were applied to the rattan supply chain in 3 countries, Lao PDR, Vietnam and Cambodia. More than 30,000 ha of forest ecosystems in the region were inventoried to identify appropriate rattan species, sustainable rattan management plans were developed to enable the managed areas to provide approximately 200 to 500 Ton by end of 2011 of sustainably sourced rattan.

Threats to the rattan resource are still high with less and less rattan resource from Vietnam, and Cambodia but also from countries like Malaysia and Philippines. It's crucial that the sustainable practices put in place during the first phases will be embedded in to private and public intervention in the rattan industry. Market links and more transparent trade have been established between the 3 countries; however more support is needed for local communities and the private sector to ensure that the rattan trade will follow up on sustainable and transparent manner. Capacities of rattan suppliers still need to be developed in order to fulfil all the stringent requirements from European and US markets. Market links with IKEA suppliers in Vietnam need to be strengthened, as well as continuing advisory support to national and local government institutions to support a more efficient and transparent rattan supply chain. Policies and regulations have been put in place but will require additional time to support the government in enforcing these regulations. It's crucial now to get clarity on the legal demand and policy gaps to

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assist Government to implement more efficient and supportive policy package and enforced it. Focus to be made on establishing sustainable forest management system as well as shortening the supply flow, reduction of the “non value” cost along the supply chain. The project will be working with businesses to utilise existing developed cleaner production techniques and results from these activities will be built upon to develop clean rattan processing by IKEA Vietnam suppliers. Links with the Acacia WWF-IKEA project in Vietnam will be made to support the plantation models and knowledge on rattan growth and species diversity for supply to the rattan industry in the region will be improved.

I. Major Function

The Project Support Officer provides assistance in various aspects of administration, finance and implementation of the projects and ensures compliance with operations systems, policies and procedures of WWF-Laos.

II. Major Responsibilities

A. Project Administration

- Take care of all aspects of project management, administration and finance of Rattan Project
- Provide support to the Project Manager in budgetary planning and accounting
- Responsible for logistic arrangements of external and internal project meetings, workshops, study tours, visits, travels, and training courses to ensure that they are properly organised and conducted and that minutes are accurately recorded and circulated to related people
- Prepare contracts with project partners and counterparts upon requirements of the Project Manager, and follow up with finance team to ensure payments are made on time
- Prepare contracts with suppliers, service providers, and consultants upon requirements of the Project Manager, ensure the compliance with contract management procedures of the organisation, and follow up with finance team to ensure payments are made on time for Rattan Project
- Purchase field equipments upon approval and in compliance with purchasing policy and procedure, manage the office properties, monitor the maintenance, and conduct annual inventory of Rattan Project
- Monitor the performance of contractors to ensure that work is carried out to the required standards of WWF Laos
- Assist in the design and implementation of project surveys and

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studies when required

- Act as interpreter or translate documents when required
- Assist in information management including data collection and processing as required, maintenance and update of project databases and related section on website, maintain a comprehensive and reliable filing service
- Provide a comprehensive and reliable photocopying service for Rattan Project

B. Networking

- Support liaison between the project office, partners, and other stakeholders
- Establish and maintain effective formal and informal links with suppliers, service providers, agencies, consultants to ensure that the organisation is providing the appropriate range and quality of services

C. Monitoring and Evaluation, Reporting

- Provide support to the monitoring and evaluation of the project and preparation of reports when required
- Submit monthly budgetary and expenditure reports to the Project Manager
- Prepare financial and property reports when required

D. Technical support

- Maintain rattan village monitoring database – Ensure data entered and ensure quality of the information and data recorded and provided quarterly update to project officer and project manager.
- Coordinate with Forest Research Center (FRC) the set-up and maintenance of the project filing and reporting system.
- If required provide training on WWF and Project Operation and Management to FRC and local authorities.

III. Profile

Required Qualifications

- College diploma in development studies, English, finance and accounting or in relevant fields, bachelor's degree is an advantage
- Basic knowledge of environmental and conservation issues in Lao PDR especially in Rattan and Non Timber Forest Products (NTFP) and community based natural resource management.

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Required Skills and Competencies

- 2 years of practical experience as Project Support Officer or Project Assistant
- Experience of working in INGOs or the United Nations or bilateral development agencies or in related fields is an advantage
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for IC, PM or D):
 - **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
 - **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
 - **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
 - **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
 - **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

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IV. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, project staff, finance staff and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF Laos staff.
- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other 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.

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