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## JOB DESCRIPTION

**Position title:** Coordinator, Public Sector Partnerships, WWF-Greater Mekong

**Reports to:** Conservation Director, WWF-Greater Mekong

**Supervises:** Consultants when required

**Location:** Any Mekong countries: Phnom Penh, Hanoi, Vientiane, or Yangon

**Date:** February 2016

### Background:

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong since 1980s. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches that so many depend on and that drive the region's economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at [www.panda.org/greatermekong](http://www.panda.org/greatermekong)

WWF-Greater Mekong has embarked on a new strategic plan FY16-FY20. The new strategic plan will outline changes in the way WWF GM operates, both in conservation and operation aspects.

**Major Functions:** The Public Sector Partnership (PSP) Coordinator ensures that WWF-GM develops and maintains effective Public Sector Partnerships and ensures the effective coordination, monitoring and implementation of Public Sector fund raising proposals relevant to the WWF-GM Strategic Plan FY16-20. This goes beyond a simple funding relationship and seeks to build and maintain a true partnership arrangement between WWF and the Public Sector (information exchange, joint policy work, mutual strategic planning input etc.)

### I. Major Duties and Responsibilities:

- Review and update PSP strategy and ensure its alignment with WWF- GM Strategic Plan
- Work with the Conservation Director, Country Directors, PIA shareholders/PSP Gatekeepers, and WWF Network on the funding priorities of PSP donors to identify opportunities for fundraising. Lead the coordination and implementation of the follow up on the identified priorities of PSP donors.
- Effectively coordinate or write proposals. Ensure concepts and proposals meet all the requirements of PSP donors and align with the WWF-GM strategy within the recently established cradle-to-grave process
- Be responsible for identifying, researching, building and maintaining the satisfactory relationships with PSP partners/donors to ensure the compliance with WWF Network PSP standards and best practices.
- Develop strategic partnership-building/fundraising approaches with PSP partners in close consultation and coordination with the WWF Network to ensure the compliance with Network Standards and best practices for engaging with PSP.
- Provide comprehensive advice, technical guidance, orientation and training to managers and staff on PSP-related matters
- Populate and maintain the database of PSP donors and their priorities. Ensure regular updating of the cradle-to-grave database to monitor PSP projects in the GM
- Put in place and oversee systems that monitor partnership relations in collaboration with the M&E Coordinator (e.g., regular reviews of agreements, funding proposals, etc.)

- Provide support to the monitoring and evaluation of PSP action plan and PSP funded projects
- Makes reports to WWF GM, International, WWF Network, and WWF AP when required

## II. Profile:

### Required Qualifications

- Master's degree in business management, conservation, development studies, political science or in relevant fields
- 5 years of practical experience as a partnership or fundraising coordinator for a programme or project, 2 years of which should ideally be in the Greater Mekong Region
- Experience in developing and writing project proposals to aid agencies, foundations
- Successful fundraising experience with large-scale, multi country proposals (2-3 Million USD at least)
- Experience of advocacy and negotiating with Government and donors at all levels
- Proven track record in successfully managing inter-institutional relations, preferably in government aid agencies
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations
- Familiar with conservation and natural resource management issues, and with those in Greater Mekong Region is an advantage

### Required Skills and Competencies

- Proposal development writing skills
- Strategic thinking
- Presentation, communications, public speaking and negotiation
- Networking and interpersonal skills
- Fluency in written and spoken English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively;

## III. Working Relationships:

**Internal:** Interact on a regular basis with RMT members, Strategy Managers and Technical Advisors. Support and facilitate the role of the national programme support staff and/or marketing & fundraising officers at country office levels. Coordinate and consult with the PSP Unit at WWF International and other WWF Network staff, especially those who have relations with partners in the region (e.g., PSP Gatekeepers in the National Organizations)

**External:** Interact with government aid agency donors, specialists / consultants, 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.

Prepared by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_

Date: \_\_\_\_\_