

JOB DESCRIPTION

Position title: Senior Textile Project Officer, WWF-Vietnam
Reports to: Sustainable Textile Project Manager, WWF-Vietnam
Location: Hanoi or Ho Chi Minh City, Vietnam
Date: Oct 16, 2018

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. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

Vietnam's textile and garment industry has long been a crucial sector to the Vietnam economy and one of the key Vietnam export products. Its important role as a driver of economic growth is demonstrated by the total export value of textiles and garment products rising to US\$ 31 billion in 2017 accounting for 14% of the country's 2017 total export values and making the industry the country's top export product. The WWF project on prompting sustainable textile aims to leverage textile sector's influence to improve Mekong River governance. This is done so through making textile businesses more actively participating in Mekong River management and creating an opportunity for these businesses to discuss collective action to achieve sustainable investments in the sector in the near future. More specifically, within Vietnam, the project will facilitate major textile brands with suppliers in the Mekong delta area to commit to improvement water and energy management in order to contribute to delta's sustainability management by 2021. At regional level, a Lancang-Mekong dialogue to promote cross-country learning will be established as a platform to support Vietnam to positively benefit from the Green Belt and Road Initiative (BRI). The project is designed with four key components:

- Develop an agreement by key textile stakeholders, such as brands, suppliers, financiers and government regulators, to capture their commitment to promote green Vietnamese textile sector with focus on water and energy performance in the Mekong Delta region, including HCMC.
- Establish a Mekong Delta Textile Coalition and a joint action plan to implement the agreement, in particular focusing on actions by Delta region (including HCMC) suppliers to collectively manage delta sustainability.
- Explore options to create a dedicated credit line that can help national suppliers to access financing to transform their production and lower water and energy impacts.
- Promote cross-country and best practice learning on sustainable textile sector management and textile investments.

II. Major Functions:

The Senior Textile Project Officer will provide technical and admin support to Project Manager to implement the entire project, including budgeting, planning, management, monitoring and reporting, etc. to achieve project's goals and targets, ensure all activities are in compliance with the project document and WWF's contractual obligations, and donor's requirements.

III. Major Duties and Responsibilities:

Project Implementation

- Support Project Manager to implement project activities, including liaise with stakeholders, organize events, prepare project documents and reporting, etc
- Support topic experts (e.g. Sustainable Finance Coordinator) on different activities of the Sustainable Textile project implementation.
- Closely engage with relevant stakeholders, including government counterparts, textile brands and their suppliers, financial institutions and provincial / local authorities.
- Support Project Manager on third party contractor management.
- Support Project Manager to engage with WWF Greater Mekong and WWF China teams to promote cross-country learning and sustainable Chinese textile investments in Vietnam.

Fund raising and finance management

- Work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets

Communication and outreach

- Actively communicate project activities, outputs and outcomes.
- Produce regular project updates for internal and external communications.

IV. Profile:

Required Qualifications

- A university degree in a relevant discipline. A graduate degree in a related sustainable development field an advantage.
- At least 3 years' experience working with textile brands on sustainability programming directly with factory suppliers, or has worked in textile factories in production process areas for implementing water stewardship and energy performance improvement programs, ideally in Vietnam.
- Experience in performing factory-based sustainability audits and training for brands or for international programmes is a bonus.
- Excellent understanding of sustainability issues in textile industry in Vietnam.
- Good understanding of sustainable water and energy management in Vietnam is required.
- Good understanding of sustainable textile debate, international initiatives supporting sustainable textile production transformation, sustainable textile standards and tools, is a bonus.
- Past experience in working with public and private sector stakeholders both domestically and internationally is an advantage.

Required Skills and Competencies

- Organizing workshops, meetings and logistics for training and education activities;
- Project activity implementation, team collaboration and administration;
- Excellent English and Vietnamese skills;
- Excellent time management skills;
- Proficiency in MS Office, especially MSWord, MSeExcel and MSppt;
- Excellent interpersonal skills, verbal and written communications skills;
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal: Report to Sustainable Textile Project Officer

External: Liaise with the Project Implementation Core team and support Project Manager to build good relationship with stakeholders within Vietnam

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: