



## JOB DESCRIPTION

**Position title:** Senior Project Officer, SIDA, WWF-Vietnam.  
**Reports to:** Project Manager, SIDA, WWF-Vietnam  
**Supervises:** N/A  
**Location:** Hue, Vietnam with frequent travels, Quang Nam and other provinces as required  
**Date:** October 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/>

The project on “*Strengthening CSOs and CBOs to Accelerate Conservation Efforts in the Central Annamite*” (SIDA funded project) has an aim at intensifying capacity of CSO and CBO to actively and effectively participate in policy advocacy and decision making processes in relation to environment protection and nature conservation and to promote sustainable development. The programme will help establish an enabling environment for CSOs to actively participate in NRM processes, improving community's livelihoods which are dependent on forests and reducing pressure on natural resources. The project is funded by the Swedish International Development Cooperation Agency (SIDA) through WWF-Vietnam and approved by the Thua Thien Hue and Quang Nam PPCs to be implemented in 5 years (2018 – 2022).

*IKEA/WWF Partnership's Project Phase 6 “Strengthening Responsible Natural Fibre and Timber Production in the Greater Mekong”:* WWF has successfully promoted sustainable management, responsible production and sourcing of forest commodities (principally rattan, bamboo and plantation timber) by communities and SMEs in the Greater Mekong. WWF has supported local livelihoods and improved conservation by getting communities better organized around natural resource management and by developing and strengthening green supply chains. After successfully piloting, scaling-up and strengthening interventions, there is a need to consolidate the results throughout the region. In that context, IKEA/WWF Partnership's Project Phase 6 “Strengthening Responsible Natural Fibre and Timber Production in the Greater Mekong” will be working with four following commodities (1) Rubber in Thailand; (2) Acacia in Vietnam; (3) Rattan in Vietnam & Laos; (4) Bamboo in Vietnam, Laos & Cambodia; (5) Other key IKEA related commodities that would be identified in Myanmar. In the coming years, the Project continues and extends its engagement with the key stakeholders to (i) promote responsible forest management and trade practices for sustainable supply chains and standards of acacia timber and natural fiber (rattan and bamboo), (ii) promote national policies, legislations and local governance structures as well as leverage international standards to strengthen FSC® forest management and regulation at national level to support acacia smallholders to continue investing in sustainable plantation

In order to provide good supports to CSOs, SMEs and Project Manager (s) in terms of technical capacity, events facilitation, project implementation coordination, etc. we are looking for one committed, result-driven individual for the position of: Senior Project Officer basing in Thua Thien Hue province.

### II. Major Functions:

The Senior Project Officer is responsible for implementation of project(s) activities in the project provinces and ensures compliance with the project document and WWF's contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the project activities on the fields. The Senior Project Officer will also ensure close collaboration with and good coordination of CSO partners, and relevant stakeholders in project implementation.

### III. Major Duties and Responsibilities:

#### 1. SIDA funded project

- Work with project manager to develop and revise the annual workplan in consultation with CSO partners with consideration on the needs of CBOs;
- Coordinate and implement planned activities in project provinces in time and meeting requirements in quality and quantity aspects.
- Monitor and update project budget, finance and provide administrative supports and advise project manager on burn rate, budget forecast and revision of project quarter and annual budget;
- Provide technical support and advice to project manager, counterpart, CSO partners and consultants and respond to requests for information of the project;
- Facilitate meetings and workshops with CSOs when requires.

- Provide inputs to the preparation of technical progress report, annual technical report;
- Advice and assist CSOs partners and consultants in compliance of WWF and project-specific policies, procedures and work instructions;
- Ensure a good M&E and reporting system is established and maintained by CSO partners;
- Assist in design and implementation of project surveys and studies when required and secure participation of stakeholders in the surveys or studies;
- Establish and keep regular contacts with key partners in project provinces;
- Ensure good and close liaison with WWF network and CSO and other networks;
- Ensure social policies and principles (SPPs) integrated/ mainstreamed in project cycle management, and
- Undertake other tasks as required by the project manager.

## **2. IKEA funded project**

- Support to provide NTFP dependent villagers, and local rattan traders under SIDA/CFM villages.
- Facilitate business dialogues among rattan processors, traders and harvesters including harvesters from the areas that Sida funded project supports where relevant.
- Support field team working on FSC smallholders certification to coordinate with partners esp. FSC Associations and private sector.
- Capacity building to FSC Cooperatives with viable business plan.
- Support project manager to develop different financing option for FSC smallholder certification.
- Conduct assessment current sawmills in CAL and recommendation potential ones to be CoC.
- Focal person to facilitate transboundary learning and exchange visits esp. rattan and bamboo between Laos, Cambodia and Vietnam including New Plantation Generation platform/exchange visit.

## **IV. Profile:**

### **Required Qualifications**

- Bachelor's degree in economics, agriculture, natural resources management, forestry or other relevant fields
- Knowledge of sustainable forest management, FSC, VPA-FLEGT process; business development and forest policies;
- Minimum 8 years of practical experience in implementing projects, preferably in conservation or community engagement and private sector development
- Knowledge on CFM model formation and running;
- Experience in CSO and CBO capacity building and sustainable development.
- Experience of working with Government officials, local communities;
- Experience in financial management and reporting; conducting studies and coordinating research activities;
- Knowledge of M&E methodology, quality assurance is an advantage

### **Required Skills and Competencies**

- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization
- Good People management, coaching and capacity building/development;
- Networking, coordination, and facilitation skills;
- English & Vietnamese proficiency, strong technical report writing skills (in English);
- 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:** close working relationship with the Line Manager; day-to-day working relationship the project field teams.

**External:** closely work with CSO partner, 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.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: