



JOB DESCRIPTION - FINAL

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| Position title | : | Spatial Planning and Private Sector (SPPS) Manager, Eastern Plains Landscape (EPL) |
| Reports to | : | Landscape Manager |
| Supervises | : | Spatial Planning Coordinator, Private sector engagement coordinator, smallholder engagement officer |
| Location | : | Phnom Penh/ Mondulkiri |
| Date | : | July 2018 |

Position Summary:

The EPL Spatial Planning and Private Sector (SPPS) Manager is responsible for developing, leading and managing the Spatial Planning and Private Sector thematic in the EPL. She/he will manage the team, budget and relevant projects, working closely with team, landscape manager and other relevant TAs at national level to manage all project activities related to spatial planning and private sector engagement (i.e mining, commodities...) at the landscape level.

I. Major Duties and Responsibilities:

1. Lead and manage the implementation of the SPPS thematic activities:-strategies development, projects and activities planning, reporting, developing annual work plan, budget management in collaboration with relevant project managers and the finance team.
2. Supervise and lead the thematic staffs by reviewing individual work plan, managing performance, providing induction, training, coaching, mentoring and advice to ensure that they understand and carry out their responsibilities to the required standards. Develop thematic annual and quarterly workplan and budget, and report thematic progresses (MoFA and TPR)
3. Ensure provincial technical working groups are formed, including cross-thematics and functioned with sufficient capacity.
4. Monitor and evaluate the thematic deliveries by working closely with M&E unit with regards to spatial planning and private sector engagement data analysis and reporting.
5. Coordinate and liaise with relevant stakeholders (Govt., NGOs, local authorities and private sectors...etc.) to ensure that sure that relevant government departments are supportive to spatial planning process and to sustainable economic practices and financing mechanisms.

6. Coordinate with Practice TAs to ensure that lessons learnt and experience are shared between landscapes – set-up regular exchanges (knowledge, tools, etc.) with other landscape spatial planning and private sector engagement team.
7. Be a member of Landscape Senior Management Team and ensure regular communication with other landscape thematic managers on spatial planning and private sector engagement.
8. Assist Landscape Manager and PD & M&E Manager in the development of project proposal.
9. Make sure all sensitive information and immediately report to landscape manager and policy coordinator for appropriate intervention
10. Represent WWF Cambodia in any technical related trainings, meetings, workshops
11. Coordinate the work with relevant units/departments such Policy unit, communication unit, and country strategy team as required to ensure that all the needed support is received and that the thematic activities are aligned with WWF national strategy.
12. Participate in relevant WWF practice, ACAI and initiative to harvest the networks knowledge. Engage relevant network colleagues for technical support as needed.
13. Adhere to WWF's values and behaviours.
14. Additional duties and responsibilities as required by the landscape Manager.

II. Qualifications:

Education & Experience

- At least Bachelor's degree in environmental or conservation management, natural resources management, , or in relevant fields.
- Experience working with NGOs and/or development partners and government agencies
- Knowledge of conservation and natural resource management issues. Experience in the Greater Mekong and/or Cambodia a plus.
- Experience with project management, strategy and program development.
- Experience in one or several of these fields a strong plus: land-use planning, corporate engagement, sustainable landscapes development, mining sector, agro-industry sector, sustainable financing mechanisms, advocacy.

Skills & Abilities

- Must possess strong project management skills (including planning, M&E, financial management, reporting, time management, coordination, partners management, team management (coaching, mentoring...))

- Experience in working in complex organisations and ability to lead and influence without formal authority. Ability to work independently with limited supervision. Ability to work well with, and contribute effectively, to a multicultural team
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Possess strong negotiation, influencing and communication skills, as well as experience in engaging diverse stakeholders with tact in dealing with sensitive matters.
- Ability to liaise high-level government staff, business representatives, donors etc. all in a professional, positive manner to reach strategic objectives.
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Good command of English language, both oral and written communication skills.
- Adhere to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging.
- Role models WWF’s behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

III. Working Relationships:

1. **Internal** - works under the supervision of and reports directly to the landscape manager. Supervise thematic staff, consultants or volunteers under thematic as deemed necessary. Coordinate and support landscape staff on a regular basis. Liaise and contact with relevant TAs and contact with relevant WWF Network teams related to land management and private sector to provide inputs and seek supports when required..
2. **External** - Interacts with government agencies both national and provincial levels, private sector entities, local and international experts, civil society organizations, academic institutions, etc.

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 Line Manager : _____ Date: _____

Reviewed & Approved by 2nd Line Manager : _____ Date: _____

Reviewed and Approved by HR Manager : _____ Date: _____

Accepted by Staff member : _____ Date: _____