

## **JOB DESCRIPTION**

<b>Position title:</b>	Species Conservation Manager, WWF-Vietnam
<b>Reports to:</b>	Conservation and Program Development Director (CPDD)
<b>Supervises:</b>	Wildlife Program staff working on protected areas and species conservation and consultants as required
<b>Location:</b>	Hanoi Vietnam with frequent travel to project areas and other countries in the Greater Mekong region as required
<b>Date:</b>	<b>June 1<sup>st</sup>, 2019</b>

### **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 is recognised as one of the most biodiverse countries globally, however this diversity is under significant threat from development processes, degradation of wildlife habitats and illegal hunting. In particular, illegal hunting for the wildlife trade has severely impacted many of Vietnam's threatened and endemic species, to the point where populations have reached critical levels. This is particularly true of terrestrial mammals, which have been impacted by large-scale snaring across forested areas, with for example, the Annamites endemics including the Saola, large-antlered muntjac and Owston's civet now at critically low population levels. Elephants in Vietnam have suffered a similar fate, now reduced to only 100 individuals, with the largest population only being ~60 animals in Dak Lak province.

The Vietnam program of work around wildlife focuses on two key elements; conservation of wildlife in-situ and addressing the illegal wildlife trade's impacts on wildlife, both globally and locally. This position manages the in-situ species conservation component of the Wildlife Program. WWF-Vietnam's in-situ wildlife conservation work revolves around coordinating in-situ protection of wildlife in key landscapes and protected areas, including the Central Annamites Landscape, Yok Don National Park and locations in the Mekong Delta. Target wildlife species have been identified, and require innovative approaches to conservation and monitoring in collaboration with landscape managers and other Program Coordinators.

Key elements of the in-situ conservation work include supporting effective protected area management including law enforcement actions to protect wildlife; SMART enforcement approaches are employed in all sites. Community engagement including education, empowerment, employment and application of conservation criminology approaches will be employed to support addressing the the snaring crisis within protected area boundaries. The work requires solid, science-based approaches to monitoring of wildlife populations and development of initiatives to reduce threat and allow population rebound which includes scoping and application of reintroduction/reinforcement approaches. Mitigation of human-wildlife conflicts is also a priority of the program in relation to Vietnam's elephant populations.

### **II. Major Functions:**

The Species Conservation Manager is the technical lead and country focal point for species conservation related initiatives in WWF-Vietnam. The role is responsible for strategic direction of this work, identifying and developing funding opportunities, acting as representative on technical issues in relevant fora and overseeing the effective coordination, planning, management, implementation and monitoring of projects and activities related to species conservation in the country. He/she also leads the implementation of WWF-Vietnam's Wildlife Practice Strategy as it relates to in-situ conservation of biodiversity. The Species Conservation Manager is responsible for ensuring cohesion and alignment between WWF-Vietnam, Greater Mekong Wildlife staff, and the broader WWF Network in relation to species conservation within the Wildlife Practice.

### III. Major Duties and Responsibilities:

#### ***Wildlife Program development, implementation and management***

- Develop, maintain, adapt, monitor and ensure implementation of the Vietnam Wildlife Practice Strategy in relation to species conservation;
- Take responsibilities for overall planning, management, implementation and monitoring of projects and activities in relation to species conservation;
- Manage staff under direct line management, providing relevant training, coaching and capacity building and ensuring they deliver on their performance objectives;
- Where allocated, manage project activities, project budgets and reporting including preparing progress reports, monitoring technical, financial and administrative aspects and ensuring all project requirements are met;
- Act as coordinator between in-situ species conservation activities and staff, Conservation and Program Development Director, Greater Mekong Wildlife teams and the Global Wildlife Practice;
- Work extensively with the Greater Mekong and Global Wildlife Practice teams to ensure integration into relevant High Impact Initiatives and Areas of Collective Action and Innovation and ensure WWF-Vietnam representation within the wider WWF network;
- Work across national boundaries, especially with WWF teams in Cambodia and Laos to ensure coordination and conservation impact.
- Review and sign-off on all technical outputs in relation to species conservation produced by WWF-Vietnam.

#### ***Technical inputs and capacity building for wildlife team in Vietnam***

- Provide strategic guidance and strategic capacity building for Wildlife program staff/teams engaged in protected area and wildlife conservation;
- Provide technical support and training to staff in relation to Wildlife conservation including survey methods.

#### ***Fundraising***

- Identify funding opportunities for the wildlife conservation work from different sources, including within the WWF Network, external PSP donors, corporates, partners etc;
- Develop and maintain relationships with strategic donors relevant to species conservation to ensure WWF-Vietnam priorities represented in donor strategies and funding opportunities maximized;
- Act as technical lead for fundraising opportunities related to species conservation and coordinate with fund raising functions (including PSP, Corporate Relations and Major Donors) to develop technical concepts/proposals and associated budgets;
- Support technical staff in the field of species conservation to provide inputs into proposal development.

#### ***Representation, Communication, Networking***

- Responsible for networking including establishing relations with all key stakeholders, to implement the policy and advocacy strategy for the program;
- Represent WWF-Vietnam in national and international meetings, conferences and workshops as appropriate;
- Act as focal point for WWF-Vietnam communications in relation to species conservation, through close collaboration with the communications department.

#### ***Other***

- Undertake other relevant works as assigned by CPDD.
- Provide regular updates to the CPDD on technical implementation, staffing and funding opportunities and shortfalls.

### IV. Key Areas of Focus:

*Species Conservation.* WWF-Vietnam has a strong focus on species conservation within our core landscapes of Central Annamites and Eastern Plains. The Wildlife Program Coordinator is responsible to:

1. Drive work to reduce snare-based threats within protected areas where WWF-Vietnam focusses;
2. Support improved management of focal protected areas through capacity development programs and implementation of systems and monitoring to improve performance including SMART patrol approaches and targeted law enforcement activities;
3. Develop and implement sound science-based monitoring of priority wildlife species in areas where WWF-Vietnam invests;

4. Oversee WWF-Vietnam's work on conserving Vietnam's last viable population of wild elephants in Dak Lak province and surrounds;
5. Support preparation for Cambodia's reintroduction of tigers and conservation efforts for elephants in Yok Don National Park, including enforcement support to PA staff and community engagement actions (e.g. Human-Elephant Conflict);
6. Support conservation within wetlands of the Mekong Delta to ensure they act as a safe haven for bird species;
7. Act as an advocate and representative for species conservation issues both within the network and with partners and stakeholders.

## V. Profile:

### Required Qualifications

- Master's or higher degree in Wildlife Conservation, or in relevant fields;
- At least 5 years of experience in project management in an international/national development organisation or similar, of which at least 3 years should be in a related field;
- In-depth knowledge and understanding of development and conservation issues and the context of Vietnam and the Wildlife field;
- A background in statistically robust monitoring approaches;
- Experience implementing protected area management approaches including law enforcement and SMART systems;
- Peer-reviewed publications in the field of wildlife;
- Experience with strategy and programme development, including successful fundraising;
- Experience of working with Government officials, local communities and donors;
- Fluency in English both written and spoken;
- Computer literacy (e.g. Microsoft office, SMART and other relevant conservation software, etc).

### Required Skills and Competencies

- Strategic thinking skills to ensure the program is relevant, networked and impactful;
- Leadership skills to drive the Wildlife Program objectives, advocate among peers and partners, support project staff and ensure relevance;
- People management skills including staff management and support, capacity development and coaching, developing teamwork, negotiation skills and conflict resolution;
- Project management skills including project planning, coordination, time management and logistics;
- Financial management skills, including budget preparation and management and oversight of financial administration procedures;
- Networking, coordination, and facilitation skills for both internal and external audiences and partners;
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization;
- 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.

## VI. Working Relationships:

1. **WWF-Vietnam internal:** work under supervision of and reports directly to the Conservation & Program Development Director. Supervise project staff implementing program activities. Interact on a regular basis with other functions including other Program Coordinators, Fund Raising (i.e. PSP, Corporate Relations and Major Donors); Monitoring & Evaluation, Communications and Finance Unit. Will work closely with the CarBi II Project Director; Forest Program Coordinator and Illegal Wildlife Trade Manager.
2. **WWF Network:** Connect to, liaise with, develop partnerships between and provide input into the broader WWF Network on behalf of the WWF-Vietnam office, especially in relation to the global Wildlife Practice teams, donor offices and Greater Mekong regional teams in Wildlife, to ensure the achievement of the Vietnam Wildlife Practice Strategy, and global goals and outcomes. Interact on a regular basis with WWF regional and global coordinators of wildlife and protected area work and coordinate with other country teams (especially WWF-Cambodia and WWF-Laos) to ensure transboundary conservation impact.
3. **External:** Interacts with government agencies at national, provincial and district levels, private sector entities, civil society organisations, academic institutions, the media, and donors and partners.

*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: \_\_\_\_\_