

JOB DESCRIPTION

Position title: Sustainable Textile Programme Manager, WWF-Vietnam
Reports to: Conservation and Program Development Director, WWF-Vietnam
Supervises:
Location: Hanoi or Ho Chi Minh City, Vietnam
Date: 15 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/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF

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 Sustainable Textile Programme in Vietnam, financially supported by multiple public and private donors, aims to improve the sustainability of the industry's practice and in the meantime leverage textile sector's influence to improve Mekong River governance. This is done 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. The 3-year Sustainable Textile Programme, building from the existing project, led by WWF-Vietnam with support from the WWF Network is designed with four key objectives in mind - by 2022:

- Businesses in the textile industry, in particular small and medium enterprises (SMEs) and CSOs are becoming a strong force to support public sector activities on regional river management and governance discussion and decision makings.
- A group of target SMEs are applying sustainable practices and technologies to improve water and energy efficiency and reduce polluted water discharges.
- The business case for green financing is demonstrated with the banking sector providing funds for water and energy stewardship investments to SMEs.
- through implementing water stewardship, collective actions amongst SMEs, CSOs and public sector at national / sector level are forged and national policies / strategies / regulations, such as sector development strategies are improved and/or newly enforced to provide the enabling environment for continued sustainable actions by business actors.

II. Major Functions:

The Sustainable Textile Programme Manager will be responsible for overall management of all activities, including budgeting, planning, management, monitoring and reporting, etc. to achieve the programme's goals and targets, ensure all activities are in compliance with the project documents and WWF's contractual obligations, and donor's requirements.

The programme manager will take full responsibilities for technical, financial and administrative aspects of the programme. Also, (s)he will ensure close collaboration among (WWF) projects, partners, and relevant stakeholders.

III. Major Duties and Responsibilities:

Programme and Project Management

- Lead the implementation of the overall programme activities (the programme is composed of funding from 3 donor sources), including budgeting, planning, management, monitoring and reporting, to ensure timely delivery and high performance.
- Implement individually and / or in collaboration with topic experts (e.g. Sustainable Finance Coordinator) on different activities of the programme.
- Supervise a small team composed of programme officers, admin and finance support officers.

- Closely engage with relevant stakeholders, including government counterparts, textile brands and their suppliers, financial institutions and provincial / local authorities on various activities.
- Manage third party contractors, including contracts and deliverables.
- Work in collaboration with WWF Greater Mekong and WWF China teams to promote cross-country learning and sustainable Chinese textile investments in Vietnam.
- Provide hub function and centralize all information relates to the programme.

Relationship building and management

- Build and maintain a good relationship with key stakeholders in Vietnam, including Vietnam National Textile and Apparel Association (VITAS), Ministry of Industry and Trade (MOIT), textile brands with suppliers in Vietnam (e.g. Tommy Hilfiger and H&M), domestic factories and development partners (e.g. USAID, World Bank, UNIDO, IDH, IFC).
- Build and maintain a good relationship with key stakeholders from outside Vietnam, including China National Textile and Apparel Council (CNTAC), Lancang-Mekong Cooperation Environment Center, and other regional and international initiatives.

Fund raising and finance management

- Actively seek opportunities to raise fund for continued programme activity implementation.
- Work with financial staff for budget preparation for the activities of the programme in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of programme budgets

Communication and outreach

- Actively communicate programme activities, outputs and outcomes with donors and Vietnam stakeholders.
- Be an active member of the WWF textile and water stewardship community and regularly share information with other WWF country offices.
- Represent WWF Vietnam at various national, regional and international events.
- Produce regular programme 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 fields is an advantage.
- At least 7 years' experience working on issues relate to sustainability in the areas of policies, technologies or business management.
- At least 5 years' experience working with textile brands or companies on sustainability programming and preferably directly with factory suppliers, or has worked in textile factories, in particular SMEs in production process areas for implementing water stewardship and energy performance improvement programs, ideally in Vietnam.
- Experience in managing a team including junior officers, finance and admin officers.
- Experience in performing factory-based sustainability audits and training for brands or for international programmes is a bonus.
- Experience in working with donor funded programme and knowledge on donor reporting is a bonus.
- Excellent understanding of sustainability issues in textile industry in Vietnam.
- Familiar with sustainable textile debate, international initiatives supporting sustainable textile production transformation, sustainable textile standards and tools.
- Sound knowledge of government policies, market trends and supply chain management relate to textile industry.
- Coordinating complex activities involving public and private sector stakeholders both domestically and internationally

Required Skills and Competencies

- Organizing workshops, meetings and logistics for training and education activities.
- Programme and project management, team collaboration and administration
- Excellent English skills;
- Proficiency in MS Office, especially MSWord, MSEXcel 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 Conservation and Program Development Director, WWF-Vietnam

External: Be part of the core team (composed of representatives from WWF-Vietnam, WWF-Greater Mekong and wider WWF Network) overseeing the implementation of textile programme in Vietnam; be the lead person to engage with stakeholders from 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.