WWF *for a living planet*®

JOB DESCRIPTION

Position title: Country Director, Zambia

Reports to: Deputy Regional Director – East & Southern Africa

Supervises: Senior Management Team of Zambia

Date: July 2017

Grade: C2

I. Mission of the Role

To develop and lead a high performing WWF Zambia Office so that it is embedded in local society, is highly influential and relevant to the Country; plays a leadership role in the WWF network; is able to shape the conservation agenda of Zambia to deliver on WWF's global priorities at national, regional and global level; and is driven by a passion for biodiversity and vision for a world where people live in harmony with nature'.

II. Major Functions

- Leads the vision, strategic planning and institutional development of WWF Zambia Office as the leading conservation NGO nationally, regionally and globally.
- Accountable for the management of WWF Zambia Office and ensure it is managed effectively and efficiently in all key programme areas –Conservation Program, Finance and Administration, Human Resources, , Partnership Development, Communications, Fundraising and M&E thus achieving WWF Zambia's vision and KPIs;
- Provides effective leadership and line management for all members of senior management team;
- Provides thought leadership on key issues at national level and manages key partnerships including national Government, the private sector and civil society to ensure optimal communication and mutually beneficial relationships are established and maintained.
- Promotes the vision and objectives of the WWF Zambia Strategic Plan to external and WWF stakeholders, and participates in strategic partnership-building / fundraising approaches to them in coordination with all stakeholders as appropriate.
- Development and Leadership of the process to become a strong network office through the support of the Interim Board as appropriate.

III. Major Duties and Responsibilities

- Provides overall direction and leadership in developing and executing Zambia strategic objectives and institutional vision and transformation on the path to become a robust organization, with strong foundations in local civil society;
- Further strengthens WWF's profile, reputation and credibility in Zambia and

influences policies and best practices in line with WWF's global programme priorities;

- Initiates and leads strategic partnerships relevant for WWF Zambia strategic plan and institutional vision as well as WWF Network's key global initiatives;
- Ensures that WWF Zambia Office has a solid long term development strategy, including a sound Financial Sustainability Plan, and is financially strong to deliver on its conservation agenda;
- Ensures effective communications and partnerships with WWF Network, government, international organizations, other non-governmental organizations, industry and public to ensure strong profile of WWF Zambia and its activities, as well as leveraging opportunities between national, regional and global levels;
- Ensures WWF Zambia activities comply with relevant government MoU legal requirements and ethical standards;
- Ensures the compliance of WWF Zambia with WWF International and agreed WWF Network policies, standards and procedures, in particular the Compact Agreement and Fraud and Corruption Policy;
- Represents WWF Zambia at network meetings, vis-à-vis government, industry leaders, key supporters and stakeholders;
- Ensures on time quality technical, financial and management reporting to donors and all relevant parts of the WWF Network, according to agreed standards
- Leads staff effectively through creation of a shared vision ensuring all staff in the Zambia office understand their contribution including establishment of appropriate organizational structures, policies, processes, and departmental / office responsibilities;
- Establishes, implements and ensures that the Office is effectively and efficiently managed in all key areas – conservation, operations, finance, HR, communication, marketing, fundraising and policy and partnerships;
- Effectively leads, coordinates, manages and develops the senior management team and supports them in executing the strategy and managing talent and resources;
- Builds a culture of performance, positivity, engagement, creativity and work ethics in the WWF Zambia office.
- Performs other duties as requested by the Regional Representative or his/her designate.

IV. Profile

Required Qualifications

- At least 10 years professional experience in a leadership role, 3-5 years of which should be in the Southern Africa region, with demonstrated success in managing multi-disciplinary teams;
- Advanced university degree in Business Management, International Relations / Development, or other related fields. Additional academic training or a degree in an environmental / conservation field would be a strong asset;
- Proven track record in successfully developing, leading, and managing large-scale programmes and/or institutions in the field of conservation, natural resource management, international development, and/or other related fields;
- Proven track record in managing large teams of diverse professional and cultural background.
- Superior oral and written communication skills in English and other local languages.

Required Competencies

- A proven leader with the capability of growing an organization's impact and building future leadership and talent in the organization;
- High level negotiation, collaborating and influencing skills and the capacity to develop and maintain strong relationships at all levels in the business, not-for-profit, scientific and political communities;
- Have networks at the highest levels of Government and Business and civil society;
- Excellent communication and interpersonal skills including the ability to represent an organization at a range of local and international fora, in the media and with the general public;
- Very strategic and demonstrated experience in developing, implementing and evaluating strategic plans;
- Track record of building organizational talent by nurturing performance culture and encouraging empowerment and delegation;
- Decisive, courageous and resilient;
- Passion for conservation and WWF's mandate;
- Committed to equal opportunity employment policies;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal: Interacts with the WWF Zambia SMT and staff on a daily basis, and as and when required coordinates and interacts with offices in the region, WWF International Secretariat and other offices in the WWF network.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Regional Representative as appropriate.

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.