

JOB DESCRIPTION

Position title:	Project Coordinator, Supporting Forests and Biodiversity Project (SFB), WWF-Cambodia
Directly reports to:	Conservation Programme Manager, WWF-Cambodia
Supervises:	N/A
Location:	Phnom Penh, Cambodia with regular travel to field locations

Background

The USAID-funded Supporting Forests and Biodiversity (SFB) Project improves conservation and governance of the Eastern Plains and Prey Lang landscapes to mitigate climate change and conserve biodiversity. The Project works alongside Royal Government of Cambodia officers at all governance levels, forest communities, NGOs and other stakeholders to accomplish three inter-linked objectives:

1. Enhance the effectiveness of government and key natural resource managers at national and subnational levels to sustainably manage forests and conserve biodiversity.
2. Improve constructive dialogue on forest management and economic development at the national and sub-national levels.
3. Increase equitable economic benefits from the sustainable management of forests.

WWF-Cambodia manages a major sub-award under the SFB project through which it is responsible for implementing a range of activities that contribute to the project's goals, targets, and indicators for success under each of the linked objectives.

I. Major Functions

The SFB Project Coordinator for WWF will oversee the management and coordination of all SFB related project activities and expenditures to ensure successful delivery on WWF's commitments as reflected in the project agreement, operational plan, and budget. The Coordinator will work with the WWF programmatic and operational teams to monitor implementation progress and adaptively manage project activities and resource allocation in keeping with project goals and targets. The Coordinator will serve as the principal (day-to-day) liaison with Winrock International, the primary holder of the SFB award with USAID, and will facilitate effective communications and decision making between the two organizations on all project management matters. The Coordinator will be responsible for preparing high quality reports as necessary to meet project reporting requirements. The Coordinator will provide sound analysis and make recommendations to WWF Cambodia senior managers on project related matters.

II. Major Responsibilities

- Develop full working knowledge of the SFB project, WWF's specific responsibilities, and project progress, challenges, and accomplishments based on a review of project documents including: WWF Conservation Strategy, SFB Program Document, WWF Operational Plan, quarterly reports, strategy documents, PMEP, annual work plans for Years 1 – 3, and project budgets.

- Build strong and collaborative relationships with project teams. Provide oversight, direction, and ensure coordination of project teams to implement annual work plans and deliver high impact results. Ensure that all activities are being executed, are fully budgeted, and are funded.
- Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with teams to devise solutions.
- Facilitate team planning and assessment meetings to assure sound integration across work streams and achieve cross-learning.
- Identify strategic initiatives related to continuing SFB activities and identify new ideas and initiatives that maximize WWF's ability to leverage.
- Maintain and strengthen a high-functioning and collaborative working relationship with Winrock International and the SFB partnership. Represent WWF with senior Winrock staff (COP, DCOP, others) and with other SFB partner organizations (WCS, RECOFTC) on project related matters.
- Identify key programmatic and management issues, engage the Cambodia Management Team and senior staff, and develop sound responses and positions.
- Manage the flow of information and communications with SFB including project reporting, communications materials, branding, and success stories, monitoring and evaluation, and budget execution. Specifically, assume lead responsibility for managing all required reporting for the project.
- Identify and facilitate the organization of strategic participation and engagement opportunities that highlight SFB initiatives and activities.

III. Working Relationships

1. Internal

- **WWF GMPO:** Interact on a regular basis with Conservation Programme Manager, Landscape Managers, Project Managers, Technical Advisors, GIS/Data Team, M&E Team, Policy Team, HR Team, Finance & Admin Team, Communications Team at country levels. Engage with and support WWF Cambodia programme.
- **WWF Network:** Liaise with WWF with senior Winrock staff (COP, DCOP, others) and with other SFB partner organizations (WCS, RECOFTC), and with relevant teams to provide inputs and seek supports as required

2. External

Interact with all relevant stakeholders, with emphasis on major government partner institutions (especially Ministry of Environment, Forestry Administration and Universities).

IV. Requirements

1. Education and Qualification

- Bachelor Degree in conservation, planning, or other related fields. A master degree is preferred.

2. Knowledge

- Knowledge of conservation and link with livelihood donor coordination

3. Experience

- A minimum of 8 years managing large projects and strategic work planning processes, team building, and financial management.
- Experience writing high quality reports.
- Demonstrated experience building highly motivated teams.
- Considerable experience in developing and implementing strategic and tactical plans. USAID experience is highly desired.

4. General Skill

- Computer proficiency in MS Word and Excel
- English language fluency (reading, writing, speaking).

5. Technical Skill

- Team player with strong interpersonal and communication skills.
- Tact and diplomacy. Problem solving and conflict management
- Strong analytic and excellent writing skills

6. Ability

- Ability to work with diverse groups
- Ability to establish rapport with senior managers.
- Travelling frequently

7. Personality

- Diplomatic
- Resilient
- Tactful

8. Job Competencies:

- **WWF Focus**

Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes.

- **External Orientation**

Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends.

- **Delivering Quality Outcomes**

Establishes stretch goals, plans, using best judgement and takes responsibility for planning to and delivering on outcomes.

- **Building Working Relations**

Builds collaborative relationships through the understanding and development of other's and own ideas.

- **Communicating Effectively**

Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

V. WWF's Mission and Values

1. It is part of every staff member's job description to contribute to **WWF's mission**:
WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
 - *conserving the world's biological diversity*
 - *ensuring that the use of renewable natural resources is sustainable*
 - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's job description to embody WWF's **values**, We are:
 - **Engaging**
Open, available, accessible
 - **Optimistic**
Inspiring, positive, ambitious, successful
 - **Determined**
Passionate, urgent, results-oriented
 - **Knowledgeable**
Science and facts based, wise/smart, intelligent, expert