



JOB DESCRIPTION

Position title:	Project Officer Rattan and Bamboo, WWF-Laos
Grade:	A3, IPE-46
Directly reports to:	Project Manager, WWF-Lao PDR
Technically reports to:	Rattan and Bamboo Project Manager
Supervises:	N/A
Technically supervises:	N/A
Validity:	August 2020
Location:	Vientiane with opportunities for field visit depending on activities and requirement by project manager

WWF-Laos

P.O. Box. 7871
House no. 39, unit 05
Saylom village,
Chanthabouly district,
Vientiane, Lao PDR
Tel: +865 21 216 080
Fax: +856 21 251 883

E-mail: laos@wwfgreatermekong.org

Website: www.wwflaos.org

Background

The IKEA-WWF Rattan Project (Phase 1, 2, 3 and 4) (2006-2017) set-up best practices, which were applied to the rattan supply chain in 3 countries, Lao PDR, Vietnam and Cambodia. Threats to the rattan resource are still high and it's crucial that the sustainable practices put in place during the first phases will be embedded in to private and public intervention in the rattan industry. During 2010/2011 the best practices market link has been established between 7 villages in Kamkeut district, Bolikhamxay and Swiss retailer COOP. FSC-certified rattan products have been sold in the Swiss market – the world premiere of certified rattan. COOP is now willing to invest more in the rattan. At the same time IKEA agreed to continue supporting the project from September 2017 to August 2020 for rattan and bamboo production and forest management. Now the project has secure the fund from IKEA and SDC supporting the existing activities and scale up rattan FSC certification and sustainable rattan supply chain including strengthening the rattan SME in Lao PDR.

President: Yolanda Kakabadse
Director General: Marco Lambertini
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard
of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Formerly World Wildlife Fund

I. Major Function

The Project Officer – Rattan and bamboo Project provides support to the Rattan-Bamboo Project Manager in the planning, management, implementation, monitoring and reporting of Sustainable Rattan-Bamboo Harvesting and Production, Project activities to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the project management, partners and other relevant stakeholders in the project sites.

II. Major Responsibilities

A. Project Administration



- Work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets
- Develop and implement annual project plan for FSC rattan production and market linkage with European market and other and budgeting Networking
- Support liaison between the project office, partners, and other stakeholders
- Establish and maintain effective formal and informal links with suppliers, service providers, agencies, consultants to ensure that the organization is providing the appropriate range and quality of services.

B. Monitoring and Evaluation, Reporting

- Coordinate the monitoring of implementation of the project work plan, and ensure that project monthly monitoring report are submitted by project partners as well as coordination between WWF and partners
- Monitor project activities with Government project counterparts and Provincial and District staff, thus requiring supervision and control inputs;
- Assist in the preparation of six-monthly and yearly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available to the project
- Review and edit reports made by consultants if required;
- Disseminate the technical report among the public sector institutions and regulatory bodies;
- Preparing monthly monitoring and submit to project manager regularly.

C. Technical Support

- Advisory support to the overall Rattan project implementation including FSC expansion forest areas Monitor progress against activity work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible;
- Monitor the timely implementation by CoC certified SME on the rattan production plan, production line regarding to the FSC rattan production;
- Assist the rattan SME in developing rattan business and market link, and also analysis the cost of rattan production.
- Develop and adapt the existing CoC guideline to help Lao rattan SME to become CoC certified and strengthened in rattan FSC production.
- Conducting the training for villager on business plan and rattan production and Facilitate the commune/villages development the rattan product and the business plans;
- Coordinate closely with all key stakeholders (national and international organizations) to ensure the smooth implementation of project activities and create synergy and cooperation between projects;
- Meet regularly with Government counterpart, establish and convene regular meetings of the project steering committee;
- Coordinate linkages and work programs with COOP and WWF Swiss;
- Provide Project Manager with information on regulations, decisions and legal decrees relevant to project activities and approaches special sustainable rattan supply chain;
- Act as trainer, facilitator, interpreter if required;

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- Assist in the design and implementation of project surveys and studies when required and secure participation of community stakeholders in project relevant surveys or studies.

III. Profile

Required Qualifications

- Bachelor's degree in business, conservation, natural resource management, bioregional planning, environmental, or in relevant fields
- Additional courses on Project Management and business and marketing are advantages
- Basic knowledge of environmental and conservation issues in Lao PDR especially in Rattan and Non Timber Forest Products (NTFP) and community based natural resource management.

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Required Skills and Competencies

- 3 years of practical experience as Project Officer, and related fields
- Experience of working INGOs or the United Nations or bilateral development agencies is an advantage;
- Experience for working with environmental planning, policy and regulations will be preferred.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for IC, PM or D):
 - **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 judgment and takes responsibility for planning to and delivering on outcomes
 - **Building Working Relationships:** 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

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IV. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, project staff, HRM, finance staff and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF-Laos staff.
- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.



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.

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