



JOB DESCRIPTION

Position title:	CarBi 2 Project Manager, WWF-Laos
Reports to:	Southern Provinces Coordinator, WWF-Laos
Supervises:	6 permanent staff positions; consultants when required
Grade (IPE score):	51
Location:	Salavan with frequent travel to Sekong, Pakse and project sites in and around the Xesap National Biodiversity Conservation Area
Date:	February 2019

WWF-Laos

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

E-mail: wwf-laos@wwf.org.la
Website: www.wwf.org.la

I. Background

WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane in 2001. Since then, our team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane, Champassak, Salavan and Sekong provinces. WWF-Laos is part of WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at www.panda.org/laos and www.wwf.org.la

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR.

WWF's vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

CARBI phase 2 (Biodiversity Conservation In The Central Annamites Through Ecosystem Protection) is a transboundary project between Laos and Vietnam contributing to the protection, restoration, and sustainable use of ecosystems and the conservation of biological diversity in the Central Annamites Landscape with innovative and transformational conservation interventions that support the governments of Vietnam and Laos to meet their obligations under the Convention on Biological Diversity (CBD).

President: Pavan Sukhdev
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



II. Major Functions

The CARBI 2 Project Manager leads, and is responsible for, the planning, implementation, monitoring, reporting and overall management of all project activities. Tasks also include supervision of financial and administrative aspects of the project. He/she organizes project execution in line with programmatic objectives, engaging national counterparts and building reputation for quality project delivery. He/she is accountable for all project deliverables.

III. Major Duties and Responsibilities

- Ensure the project's Memorandum of Understanding for activities implementation (MoU) is signed within the delays agreed with the project's donor;
- Manage project activities, project budget, project staff (6 positions), and create synergies for effective management; report to the Southern Provinces Coordinator;
- Set up and manage the project office in Salavan province;
- Under the technical supervision of the CARBI 2 transboundary Project Director (based in Hue, Vietnam), ensure effective communication and coordination with the WWF-Vietnam and WWF Greater Mekong Programme Office team; ensure all project's programmatic objectives are met; coordinate with and report on a regular basis to the CARBI 2 transboundary Project Director in line with the strategic objectives of the project in Laos as well as the regulations and policies of the WWF-Laos office;
- With support from technical consultants, the WWF-Laos Forest and Wildlife Coordinators, prepare annual project implementation plans with project partners;
- Develop, monitor, review and update project work plans to ensure that the project attains its objectives as cost-effectively and efficiently as possible;
- Prepare brief monthly monitoring reports (MMR), 6-months and yearly technical reports against the approved work plan and budget plan, as per donor and Government counterpart requirements, in both Lao and English languages;
- Monitor and review the monthly, quarterly and annual budget expenditure reports; provide recommendations and feedback. Following this, together with the WWF-Laos Finance Department, prepare expenditure reports vs projects' achievements;
- Build and maintain networks and partnerships for biodiversity conservation with civil society, international partners, Government local authorities and technical agencies as well as local communities;
- Provide input to communication products and campaigns when required to ensure accurate information is published about WWF activities;
- Participate in the recruitment and selection of staff under supervision and consultants;
- Provide other operational and technical support to the WWF-Laos Southern Provinces Coordinator and Conservation Director as required.

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IV. Profile

Required Qualifications

- Master's degree in conservation management, natural resources or environment management, forestry, development or social studies, or in relevant fields;



- Qualification in project management and/or in monitoring and evaluation a strong asset.

Required Experience

- At least 5 years of practical experience in managing complex programmes or projects in either international NGOs or the United Nations or bilateral development agencies with annual budgets over USD200,000;
- Experience in managing conservation or environment management projects an asset.

Required Skills and Competencies

- Proven capacity to work efficiently with senior Government officials, local authorities and technical agencies, local communities and donor representatives;
- Proven ability to work in the context of multi-country projects, in a multicultural environment;
- Striving to develop a sense of team with both staff under supervision and managers;
- Proven ability to work under minimum supervision and take initiative while keeping in check all relevant regulations and organization's policies;
- Willing to learn and continue to learn;
- Excellent command of written and spoken English and Lao languages;
- Essential WWF behaviour:
 - **STRIVE FOR IMPACT:** *"I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact".*
 - **LISTEN DEEPLY:** *"I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say".*
 - **COLLABORATE OPENLY:** *"I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally".*
 - **INNOVATE FEARLESSLY:** *"I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same".*

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V. Working Relationships:

- **Internal** – WWF-Laos, WWF Vietnam and WWF GMPO: directly report to the WWF-Laos Southern Provinces Coordinator, technically report to the WWF GMPO Transboundary Project Director, interact on a regular basis with the WWF-Laos Forest and Wildlife Coordinators, Conservation Director, Country Director, GMPO Regional Technical Advisors and WWF Vietnam teams. Engage with all WWF-Laos staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level in the landscape. Interact with donors, central government partners, and NGOs on an ad-hoc basis.



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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