



WWF-Laos

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JOB DESCRIPTION

Position title: Project Officer, Forest Programme, WWF-Laos

Directly reports to: Forest Coordinator, WWF-Lao PDR

Supervises: N/A

Grade:

Validity: January 2019

Location: Vientiane Capital, with frequent travel to southern provinces

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.

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 Laos' 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.

Our Forest Programme aims at halting deforestation and ensuring Laos' forests are effectively protected or under improved management, using principles of sustainable forest management, certification schemes, value chain development and the promotion of responsible forestry governance and trade.

II. Major function

The Project Officer for Forest Programme assists the Forest Coordinator in the planning, implementation, monitoring and reporting of forest-related activities. He/she also supports the

Forest Coordinator in maintaining the effectiveness and efficiency of the forest programme's operations.

Major Responsibilities

A. Support to Project Management

- Under the supervision of the Forest Coordinator, provide support in the development, reviewing and updating of budgets and detailed work plans on an annual, semi-annual and monthly basis.
- Support the Forest Coordinator in preparing semi-annual and annual progress reports (Technical Progress Report) as well as Monthly Monitoring Report and technical report to Government counterpart agencies.
- With the Project Support Officer, ensure project documents are adequately filed and maintained.

B. Coordination and technical support

- In collaboration with the Project Support Officer & WWF provincial coordinators, support the planning, coordination and implementation of all forest projects activities in the field.
- Assist the Forest Coordinator in maintaining good coordination with local partners to ensure smooth and effective implementation of project activities.
- Take a lead role in organizing meetings, training and field trips.
- Represent WWF in relevant meetings, networks, stakeholder's / partnership platform dialogues in the absence of Project Managers or the Forest Coordinator.
- Provide operational and technical support to the Forest Coordinator as required.

III. Profile

Required qualifications and experience

- At least a Bachelor's degree in forestry, development studies, natural/environmental science, or in relevant fields;
- 3 years of practical working experience, preferably in forestry or natural resources management projects;
- Previous experience of working for INGOs, United Nations agencies or bilateral development agencies is an advantage.

Required skills and competencies

- Very good spoken and written Lao and English languages;
- Good communication skills (internal, external);
- Fluent in MS Office software (Word, Excel, PowerPoint & Outlook);
- Attention to details and diligence in assigned tasks;
- Flexible / creative in front of unexpected situations (solution-oriented);
- Be able to prioritize as well as work under pressure and meet deadlines
- Ability to listen to others, and contribute to teamwork;
- Ability to work in a multi-cultural setting;
- Knowledge of GIS is an advantage
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Essential WWF behaviour:

1. **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”.*
2. **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”.*
3. **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”.*
4. **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”.*

IV. Working Relationships:

- **Internal** – WWF Laos: Interact on a regular basis with **Forest Coordinator**, Conservation Director, 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.