



JOB DESCRIPTION

Position title:	Project Officer
Reports to:	Senior Aquaculture Officer
Supervises:	Local consultants as required
Starting Date:	As soon as possible
Duration:	One year with possible extension
Location:	01 based in Can Tho Office frequent travel to project areas

Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a regional team in the Hanoi, Vientiane and Bangkok offices. The 'Greater Mekong Programme Office' was officially formed in November 2005, merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF Thailand. In order to be relevant to partners at provincial level and deliver conservation results based on ecosystem "landscapes", GMPO has also developed 20 field offices across the 4 countries covering 6 high priority landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

This position is to support the implementation of the project "**Establishing a Sustainable Pangasius Supply Chain in Vietnam**". The project is to establish a sustainable pangasius supply chain in Vietnam, which is fully in line with the objective to promote pangasius sustainable growth by closely working with pangasius small and medium enterprises (SMEs). Based on the experience, WWF will mobilize its network of EU buyers to drive promoting sustainable practices through the progressive requirement of the Aquaculture Stewardship Council (ASC) Pangasius Standard.

I. Major function

The Project Officer will provide support to the Senior Aquaculture Officer in the planning, management, implementation, monitoring and reporting of 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. Action Plan and Work-plan Development and Implementation

- Provide inputs to the development and revision of project annual work plan
- Monitor the implementation of the work plan in project sites
- Facilitate the production of commune development plans

B. Project Implementation

- Monitor and update project budget, advise Senior Aquaculture Officer on spending of the budgets and revision of project annual budgets
- Monitor with the assistance of the Senior Aquaculture Officer on the monitoring of project expenditure and contracts with project partners and counterparts

- Provide support to Senior Aquaculture Officer in the overall supervision and implementation of project activities at the project sites
- Provide technical support and advice to managers and staff, counterparts and consultants, and respond to requests for information of the project
- Assist in the development and implementation of the project's outreach and conservation awareness components
- Assist in the design and implementation of project surveys and studies when required and secure participation of stakeholders in project relevant surveys or studies
- In cooperation with other project members, organise meetings, workshops, study tours and training courses and facilitate workshops, discussions and consultations with SMEs and stakeholders under the projects
- Represent the project in meetings with SMEs, Local Government counterparts and project partners and take minutes of project meetings when required
- Work with relevant colleagues to collect and compile all available data and information on the status, key threats, and issues related to project and present field data gathered for further analysis and for communications' products
- Write bi-monthly project brief and review and provide technical comments to technical studies
- Provide Senior Aquaculture Officer with information on regulations, decisions and legal decrees relevant to project activities and approaches
- Monitor issues and trends in related fields, and topics and issues relevant to related project. Keep up-to-date with the work of other organizations and companies working on related issues
- Frequently travel to projects areas
- Perform administrative tasks such as support logistics (e.g. procurement of field equipments, visits, travels, etc.) for the project, provide translation and interpretation when required, set-up project filing system to be applied and followed by all project staff
- Develop and maintain database of all technical reports, presentation, maps, data and information, pictures produced by the project as well as list of organisations and companies working in related fields, related products, etc.
- Work with other awareness projects and environmental NGOs in the project areas when required
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

C. Partnership Development and Networking

- Establish relations and keep regular contact with key partners (SMEs, multi-sectoral, government and non-government) at local, national and regional levels (for implementation and networking/lessons sharing)
- Meet regularly with SMEs, local Government counterparts, establish and convene regular meetings of the project steering committee
- Ensure good and close liaison in collaboration with project network, stakeholders and other WWF projects

D. People Management

- Assist the Senior aquaculture Project Officer in the identification of counterpart staff to assist the project as well as suitable candidates for national consultant posts and

developed JDs

- Assist the Senior Project Officer in the development of JDs for consultants and monitoring of the consultants' work when required

E. Monitoring and Evaluation, Reporting

- Support in 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
- Secure community and project stakeholder participation in development of the Monitoring and Evaluation Plan
- Assist in the preparation of six-monthly progress reports to monitor all technical, financial and administrative aspects on the utilisation and impact of all resources made available to the project
- Disseminate the technical report among the public sector institutions and regulatory bodies
- Review and edit reports made by consultants if required

This JD 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.

III. Working Relationships

1. Internal

- **WWF GMPO:** Work in close collaboration with project staff, finance team of WWF Viet Nam and other regional staff. Engage with and support WWF Viet Nam staff
- **WWF Network:** N/A

2. External

- Liaise and work closely with SMEs, government agencies both national and provincial level, the private sector, donors, academic institutions, other NGOs and as necessary to support delivery of the agreed targets of the project.

IV. Requirements

1. Education and Qualification

- Bachelor's degree in aquaculture, conservation, natural resource management, bioregional planning, environmental, or in relevant fields
- Additional courses on Project Management and business and marketing are advantages.

2. Knowledge

- Knowledge of aquaculture, conservation and natural resource management issues in Viet Nam, especially in related fields
- Working knowledge of policy/institutional context in related field in Viet Nam
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the project
- Knowledge of WWF structure, priorities and procedures as well as WWF's ecoregional approach to conservation
- Knowledge of M&E methodology, quality assurance
- Knowledge of WWF's PPMS is an advantage

3. Experience

- 3 years of practical experience as Project Officer, 2 years of which should be in related fields
- Experience in conducting studies and coordinating research activities
- Experience of working with SMEs, Government officials, local communities and/or donors at all levels
- Familiarity with the project area and local residence will be an asset
- Experience of working INGOs or bilateral development agencies is an advantage
- Experience for working with environmental planning, policy and regulations will be preferred



4. **General Skill**
 - Coaching and supervisory
 - Communications and negotiation
 - Networking and teamwork
 - Planning, organisation, time management, facilitation and coordination
 - Fluency in written and spoken English and local language
 - Proficiency in MS Office
5. **Technical Skill**
 - Report writing
 - Analysis and research
 - Monitoring and evaluation
6. **Ability**
 - Travelling to remote locations
 - Working in two or three provinces and working overtime when required
 - Working on own initiative with minimum supervision and staying on task
 - Working well in a multi-cultural team
7. **Personality**
 - Dynamic
 - Enthusiastic
 - Sociable

V. WWF's Mission and Values

1. It is part of every staff member's terms of reference 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;
- Promoting the reduction of pollution and wasteful consumption

2. It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Engaging, Optimistic, Determined, Knowledgeable.

Prepared by: Programme Coordinator

Signature

Date:

Reviewed by: Conservation Program Manager

Signature

Date:

Reviewed by: HR Manager

Signature

Date:

Approved by: Country Director

Signature

Date: