



JOB DESCRIPTION

Position title:	Project Officer Rattan and Bamboo, WWF-Laos
Reports to:	Rattan and Bamboo Project Manager, WWF-Laos
Supervises:	Rattan and Bamboo Project Manager
Grade (IPE scores):	A3, IPE-46
Location:	Vientiane with opportunities for field visit depending on activities and requirement by project manager
Date:	1 st October 2018-31 August 2020

WWF-Laos

P.O. Box. 7871
House no. 39, unit 05
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Vientiane, Lao PDR
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I. Background

The WWF- Rattan and Bamboo Project (Phase 1, 2, 3 and 4) (2006-2017) has been supporting forest management best practices, which are applied to the rattan supply chain in 3 countries, Lao PDR, Vietnam and Cambodia. However, threats to rattan resources are still high and it's crucial that the sustainable practices put in place during the first phases are embedded in to private and public intervention in the rattan industry. Since 2010, sustainable market links have been established between 7 villages in Khamkeut district, Bolikhamxay and the Swiss retailer COOP. FSC-certified rattan products have been sold on the Swiss market – a world premiere of FSC certified rattan. COOP is now willing to continue to order more rattan products sourced from FSC-certified forest. In 2017, the Swiss Agency for Development and Cooperation and the WWF-IKEA international partnership have agreed to continue supporting the project from September 2017 to August 2020 for rattan and bamboo production and forest management, rattan FSC certification and sustainable rattan supply chain, including the strengthening of rattan SMEs in the Lao PDR.

II. Major Functions

The Project Officer – Rattan and bamboo Project provides support to the Rattan-Bamboo Project Manager 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.

III. Major Duties and Responsibilities

- Support the development and implementation of annual project work plans related to rattan and bamboo forest management, FSC–CoC certification, rattan and bamboo production and its market linkage with both internal and external markets;

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HRH The Duke of Edinburgh
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- Assist rattan SMEs and villager handicraft groups in developing rattan business and market links, analyzing cost structure of rattan products and also develop and adapt the existing FSC-CoC guidelines to help Lao rattan SME to become CoC certified and strengthened in rattan FSC production.
- Monitor the timely implementation, by CoC-certified SMEs, of the rattan production plan, and compliance of production line for FSC rattan production;
- Gather data from DAFO and PAFO for monitoring the progress against activity work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible;
- 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.
- 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 counterparts;
- 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 for conducting training, meeting and workshop;
- Provide Project Manager with information on regulations, decisions and legal decrees relevant to project activities and approaches special for sustainable rattan-bamboo supply chain;
- Act as trainer, facilitator, interpreter, note taker if required.
- Other tasks as directed by the Project Manager.

IV. Profile

Required Qualifications

- Bachelor's degree in business, natural resource management, or in relevant fields;
- Additional courses on project management and business and marketing an advantage;
- Basic knowledge of environmental and conservation issues in Lao PDR especially in rattan, bamboo and community based natural resource management.

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.
- WWF's behaviors required:
 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.»*

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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.»*

V. Working Relationships:

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- **Internal** – WWF GMPO: Interact on a regular basis with regional project Manager, Project Technical Advisors, project staff, and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF-Laos staff.
- **External** – Interact with FRC, DoF, DALAM, PAFO, DAFO staff, and villager, as well as NGO (GRET, TABI, RECOFTC) and CSO (PADETC) partners, THPC, Rattan and bamboo SMEs, 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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