



## JOB DESCRIPTION

<b>Position title:</b>	Savannakhet Fisheries Project Coordinator
<b>Reports to:</b>	Conservation Director, WWF-Laos
<b>Supervises:</b>	Project Officers, consultants when required
<b>Grade (IPE scores):</b>	xx
<b>Location:</b>	Savannakhet
<b>Date:</b>	May 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](mailto:wwf-laos@wwf.org.la)  
Website: [www.wwf.org.la](http://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 <http://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.

### II. Major Functions

The Savannakhet Fisheries Project Coordinator is responsible for the implementation of the fisheries projects in Savannakhet Province, funded with financial support from WWF Switzerland, WWF Singapore and the Darwin Initiative, of the UK Government.

### III. Major Duties and Responsibilities

- Manage project activities, project budget and create synergies for effective management and report to the Conservation Director;
- Develop, monitor, review and update projects' activities work plan to ensure that the projects attain their objectives as cost-effectively and efficiently as possible;
- Prepare monthly monitoring reports (MMR), 6-months and yearly technical reports against the approved work plans and budget plans, as per donors and Government counterpart requirements;
- Monitor and review the monthly, quarterly and annual budget expenditure reports; provide recommendations/feedback. Based on that report, together with the finance

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



department, prepare expenditure reports vs projects' for donors and Government counterparts;

- Guarantee the financial integrity and accountability of project budgets;
- Participate in the recruitment and selection of staff under supervision and consultants;
- Coordinate closely with all key stakeholders (national and international organizations) to ensure the smooth implementation of all water and fisheries projects' components and activities in Savannakhet and create synergy and cooperation between projects;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities.

#### IV. Profile

##### Required Qualifications

- Bachelor's degree in either watershed management, fisheries, conservation, natural resources management, or in other relevant fields
- Qualification in Project Management is preferred.

##### Required Experience and Knowledge

- 5 years of practical experience in managing water/fisheries-related projects in either INGOs or the United Nations or bilateral development agencies or private companies;
- Knowledge of the policy/institutional context related to fisheries and conservation;
- Proven experience of working with Government officials, local communities and donor representatives;
- Experience in conducting studies and coordinating research activities.

##### Required Skills and Competencies

- Very good written and spoken English and Lao languages;
- Proven capacity to work efficiently with senior Government officials, local authorities and technical agencies, local communities and donor representatives;
- Proven ability to work 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;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Essential WWF behaviour for the position:
  - **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

##### 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](mailto:wwf-laos@wwf.org.la)  
Website: [www.wwf.org.la](http://www.wwf.org.la)

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



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”.

## V. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with the Country Director and Deputy, Technical Advisors, Project Managers, Province Coordinators, and Regional Technical Advisors. Engage with and support all WWF-Laos staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on an ad-hoc basis.

### 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

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.

E-mail: [wwf-laos@wwf.org.la](mailto:wwf-laos@wwf.org.la)  
Website: [www.wwf.org.la](http://www.wwf.org.la)

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