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## JOB DESCRIPTION

**Position Title:** Senior Advisor: Results Based Management and Organisation Development

**Reports to:** Country Director

**Supervises:** N/A

**Location:** Lusaka, Zambia

### Context

The mission of the WWF Zambia is to ensure that by 2030, the environment, natural resources and biodiversity in Zambia are secured and sustainably managed for people and nature. To enable the achievement of this mission, WWF Zambia is on a transformational journey: transitioning from being a Programme Office (reporting to the WWF Regional Office for Africa) within the WWF Network to becoming a National WWF Organisation in Zambia by 2022. This decision has been approved by the WWF Zambia Interim board. This means developing a new long term strategy and establishing a local board and governance structure to better enable the organisation to draw on national expertise and influence to deliver locally-led large scale conservation impact.

A key priority in the roadmap for this role will be to help the office build a common results based planning, monitoring and evaluation architecture - tools, culture and a rhythm that will enable the office link daily activities to planned conservation and operations team impacts as well as facilitate organisational learning on an ongoing basis. This requires strong expertise and systems that will ensure all programs, projects and investments are systematically and delivering progress against strategy outcomes.

Becoming a national office entails becoming more relevant, focussed and impactful. Other key organisational development priorities guiding the transformation to become a national office include the need to develop a long term conservation strategy that is compelling; building operational excellence and financial sustainability, creating an accountability, feedback and high performance culture; need to have a mature and impact driven leadership team, and need to have an organisational structure aligned with the strategies and a staffing compliment where skills and competences on the team deliver and are directly accountable for progress against strategy outcomes.

These changes will allow to become more nimble to capitalise on opportunities and to resources are leveraged fully to maximise to achieve the biggest possible conservation impacts to transform its conservation approach. This process is guided by a comprehensive and multi-year organisation development process as well as the road map for WWF Zambia to transition from a country office to a national office approved by the WWF Zambia interim board In June of 2018. The MYCP needs to be updated to better align to roadmap targets approved by interim Board.

Registered as:  
WWF-World Wide Fund For Nature  
WWF-Fond Mondial per la Natura  
WWF-Fond Mundial para la Naturaleza  
WWF-Funds Mundia pour la Nature  
WWF-Welt Nature Fonds  
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## THE ROLE

The WWF Zambia Senior advisor: Results Based Management and Organisation Development will be a member of WWF Zambia Senior Management Team and will lead in developing and strengthening the organisation practises and tools needed to deliver breakthrough performance as well as develop priority office and Program KPIs and ensure monitoring of the same to achieve a transformational and holistic office performance shift.

This role will deliver M and E capacity and will also coordinate the overall M and E and OD annual plan and budget. The advisor will support the senior management team define and deliver the priority multi-year and annual conservation and institutional development targets for WWF Zambia to become a national office by 2022 as approved by the Interim Board of WWF Zambia.

This role will also drive and support the conservation and operations teams in adopting best practises in result based management that include priority setting, designing and monitoring measurable performance indicators and planning activities that better target conservation impacts and outcomes in annual and multiyear rolling plans. An importance role of the Advisor will co-create and support the conservation and operations departments to better estimate capacities needed to deliver strategy outcomes in both multiyear and annual plan frameworks.

This role will facilitate support to resource teams driving the implementation of re-engineering systems and management operating systems aimed at boosting operational efficiency, value for money and compliance. This role will work with the HR and administration Manager to facilitate across the board implementation of common performance standards and culture that will equip WWF Zambia staff and partner to achieve breakthrough performance. It will help transform WWF Zambia into an agile, data and impact driven organisation by 2022.

The role will work hand in hand with WWF Zambia management team to establish new future-fit governance and management structures and facilitate staff engagement in the transformation initiatives. The Senior Advisor, Results-based Management is a member of the Senior Management Team (SMT).

## Major Duties and Responsibilities

### **1. Building office Organisational Capacity to support conservation agenda**

- Support the senior management team develop and implement action plans to deliver specific annual targets for WWF Zambia to become a national office by 2022 as approved by the Interim Board of WWF Zambia.
- Work with Country Director and HR Manager to plan and execute activities that ensure effective leadership practises across all layers of the organisations ensuring that OD and M&E targets are built into individual performance targets (AIM).
- Support the establishment of change governance mechanisms for procedures, decisions and actions that fall outside of usual business practices.
- Supports WWF Zambia team plan programs and departmental work streams in line with WWF international Programme Standards to ensure measurable goals and objectives that allow the roll up of results from landscape programmes to national and global levels.



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- Support SMT departments leads to support establish business process practises and management operating systems that enhance operational excellence and promote cross function collaboration so as to facilitate support operational efficiency, value4money and compliance to WWF policies and stands.
- Support the SMT break the siloes and support the development, implementation and monitoring of a coordinated, relevant, locally-owned and impact focussed organisational strategy and organisational structure.
- Support CD in the managing the interim board as well as the establishment of a system to support a well-functioning and influential board that provides an effective fiduciary function and adds-value to organisation's conservation agenda.
- Support the Country Director, Senior Management Team and Change Team(s) to monitor and communicate change ensuring a transparent change process that provides opportunities for collective exploration, co-creation of solutions, shared ownership and responsibility, coordinated action and participatory review and assessment.
- Develop and manage OD proposal, budget, financial and technical reporting and funding contract for OD in collaboration with WWF senior Management Team. Track and report on OD impacts and results regularly.

## **2. Strengthening Conservation delivery and learning**

- Work with the WWF Zambia core staff and landscape teams and their partners to assess, project and plan on the required capacity to deliver the key performance indicators improve their capacity on planning, monitoring, evaluation and learning through training and mentoring of planning and monitoring staff.
- Create opportunities for documentation and harvesting of lessons and learning and build lessons in work processes to deliver high impact results based management practises.
- Carries out any other reasonable duties as delegated by the WWF Country Director.

## **3. Strengthening Planning Monitoring and Evaluation systems**

- Strengthen WWF Zambia's implementation of the Annual Performance Monitoring System (APMS) based on Results Based Matrix (RBM) to track key impact and outcome indicators defined by WWF Zambia country's country strategy.
- Support WWF Zambia departments and conservation program teams set up annual performance targets (key performance indicates that contribute to WWF Zambia and global practise long term strategy outcome and impact indicators as per APMS and RBM).
- Support WWF Zambia team align projects, staffing and funding opportunities to long term strategy outcome and impact indicators.
- Support HR and administration Manager to facilitate across the board implementation of common performance indicators to achieve breakthrough performance that will link individual work plans to team work plans and finally to office annual work-plan and targets.
- Plan program and departmental heads to ensure data on impact and outcome measures are timely collected and used, to strengthen day to day strategy management and facilitate adaptive management.
- Build OD and M&E capacity for key WWF Zambia departmental staff to ensure adherence to WWF and donor reporting deadlines and standards both TPR and FRs.
- Lead capacity building activities on M&E for partners to design and deliver impactful programs.



## Working Relationships

### WWF Zambia

- Fundraising Manager
- Senior Management Team and program leaders

### WWF Network

- Africa HR and OD Director
- AFRICA M & advisor
- Interim board
- OD and M and E Counterparts

### External

- Consultants
- Partners

## Desired Profile

### Qualifications

- University degree (at least 5 years) in a relevant subject;
- At least 7 years' experience in programme design and impact monitoring and/or project management and organisation development

### Knowledge, Experience and skills required.

- Knowledge and experience in applying the WWF Programme Standards performance and OD tools or similar standards and tools.
- Experience with various planning, monitoring and evaluation approaches (i.e. theory of change, conceptual models, result chains, conservation measures, APMS, RBM).
- Experience with an international organisation focused on improving program quality, performance and impact delivery.
- Senior experience supporting or driving institutional and culture shifts to deliver improved team/organisational performance.
- Team player, Mature and results driven.
- Excellent facilitation and communication skills, experience with training and coaching.
- Works well under deadlines, accurate, eye for quality, pays attention to detail.
- Culturally sensitive and proven ability to work in a global team.
- Strong organizational and interpersonal skills.
- Capacity building experience.

### Overall Skills, Competencies and behaviours required

#### The embodiment of WWF Global behavioural competencies:

- **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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- **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. »