



## Job Description

<b>Position title:</b>	Project Manager, WWF-Laos
<b>Reports to:</b>	Southern Provinces Coordinator, WWF-Laos
<b>Supervises:</b>	Law enforcement Officer, Livelihood Officer, Fresh Water Coordinator, Project support officer
<b>Grade (IPE scores):</b>	IPE-51
<b>Location:</b>	Based in Pakse of Champasack Province, sometime travel to project target areas and Vientiane
<b>Date:</b>	November 2017

### WWF - Laos

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### 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 and Champassak province. WWF-Laos is part of WWF-Greater Mekong which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at [www.panda.org/laos](http://www.panda.org/laos).

As part of its FY16-20 Strategic Plan, WWF Laos is implementing a comprehensive programme of conservation activities in the two landscapes included in the 4 southern provinces on the Lao PDR (Champassak, Attapeu, Sekong and Salavan) i.e. the Mekong Flooded Forest landscape (MFFL) and the Central Annamites Landscape (CAL). These two landscapes are made of the Greater Annamites and the Mekong priority eco-regions identified by WWF, containing many significant populations of globally threatened and flagship species. WWF aims to protect and restore these species and their habitats and a large part of this work involves supporting local communities and Government agencies in the landscape to strengthen the management of key protected areas, support freshwater conservation zones, and promote sustainable forest management.

Under Mekong Flooded Forest landscape (MFFL). The project “**Improving food and income security in Siphandone through sustainable natural resource management and biodiversity conservation**” will contribute to socio-economic development of the Lao PDR, and in particular that of Agriculture and Forestry, through the management and sustainable use of fisheries and aquatic natural resources in the Mekong River From November 2016 to December 2019 (3 years and 2 months)

### II. Major Functions:

The Project Manager plays a lead role in the planning, coordination and management of the project activities. He/she is responsible for all aspects of project implementation, including planning, management, monitoring and reporting of project activities in support of

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Director General: James P. Leape  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernard  
of the Netherlands  
  
Registered as:  
WWF-World Wildlife 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  
Also known as World Wildlife Fund

supervisees. Tasks also include overall supervision of financial and administrative aspects of the project. He/she organizes project execution in line with programmatic objectives, engaging national counterparts and building reputation for quality design and reliable delivery. He/she is accountable for project deliverables to be achieved as planned.

### **III. Major Duties and Responsibilities:**

- Manage project activities, project budget and create synergies for effective sustainable management
- Together with Technical Advisors with support from Southern Provinces Coordinators, prepare annual project implementation plans with project partners
- Develop, monitor, review and update projects' activities work plan to ensure that the projects attain their objectives as cost-effectively and efficiently as possible
- Monitor, review the monthly budget expenditure report, quarterly, and annual report and provide recommendation/feedback. Based on that report, together with finance team prepare expenditure report vs projects' achievement for gov't counterpart.
- Prepare monthly report, periodically technical reports against the approved work plan and budget plan, as per donor and government counterpart requirements
- Manage, build and maintain networks and partnerships on biodiversity conservation and related works with relevant government agencies, NGO partners, local authorities and local communities
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote the project activities
- As direct line manager of Law enforcement officer and Livelihood officer, review individual work plans, manage performance, and provide induction, training, coaching and advice to ensure that all staff in the team are appropriately motivated and that they deliver on performance objectives. Also participate in the recruitment and selection of staff under supervision and consultants.
- Coordinate with Cambodia side on the transboundary issues that related to the project implementation and relationship on the ground.
- Provide regular reports and analysis to the Southern Provinces Coordinator to facilitate continuous improvement to the project implementation.

### **IV. Profile:**

#### **Required Qualifications**

- At least bachelor degree in natural resources management, environmental or conservation management, bioregional planning, development studies, or in relevant fields. With expertise in fishery management will be very interested.
- Qualification in Project Management

#### **Required Skills and Competencies**

- 5 years of practical experience in leading and managing programmes or projects, 2 years of which should be in the related field.
- Proven experience of managing project funding.
- Good understanding of socio-economic, conservation and development issues in Laos and in the landscape

- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector in the landscape
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Good communication skills in written Lao and English
- Essential WWF competencies for a Manager position:
  - **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
  - **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
  - **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
  - **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
  - **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding
  - **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance
  - **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically
  - **Managing Resources:** Makes the right judgments based on financial and resource availability

#### V. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with the Southern Provinces Coordinator, Technical Advisors, and Regional Technical Advisors. Engage with and support WWF Laos staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level. Interact with donors, central government partners, and NGOs on an ad-hoc basis.

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.