

**WWF NEPAL PROGRAM
POSITION DESCRIPTION**

Name	:	
Position Title	:	Policy and Governance Specialist
Reports to	:	Senior Director - Policy & Governance
Duty Station	:	Kathmandu

I Major Functions:

The Policy and Governance Specialist supports the Senior Director- Policy and Governance to drive all aspects of WWF policy work at national, regional and international level. This position will support in mapping policy gaps from WWF's program perspectives and review policy requirements in WWF's work both on the ground and in proposals. S/he supports the development of new concepts, ideas and proposals as per WWF's areas of interest. S/he provides feedback as required to foster professional relationship with the government bodies and other development partners to ensure integration of WWF's conservation interests in national policies and programs.

II Major Duties and Responsibilities:

1. Policy

Drives an integration of programmatic and policy approaches across all aspects of conservation work carried out nationally with particular attention to WWF's priority areas of work. Conducts all advocacy related initiatives of WWF.

Provides strategic inputs and direction from a policy perspective in the best interest of the organization. Maps all policy gaps in WWF's ongoing and future programs and work towards integrating the same across relevant national laws, rules and regulations. Reviews WWF proposals with respect to policy provisions. Keep abreast of policy issues with respect to but not limited to state restructuring, linear and large infrastructures including hydropower development, extraction and tourism. Play a key role in influencing and ensuring integration of WWF's conservation interests in the upcoming policies and programs of the government to achieve WWF's long term conservation goals.

2. Government Relations

Maintains professional relations with the government and partner organizations like Ministry of Forests and Soil Conservation including its Departments, Ministry of Population and Environment, National Planning Commission, MOFALD and other relevant government ministries and departments. Foster formal and informal relationship with government agencies; particularly local level and state level agencies to help them expedite the power and function transferred to them through the constitution of Nepal and state restructuring process.

3. Partner Outreach

Represent at various formal and informal committees formed by the government as well partners. Work on expanding strategic partnership with key national and international institutions donors and development partners, relevant constitutional commissions, state and local level coordination bodies as appropriate.

4. Strategic support to thematic Programs

Provide strategic support to WWF's thematic programs. Participate and support national negotiation on climate change, forest, water under different national and international portfolios. Ensure that WWF-Nepal makes a strong contribution to the delivery of WWF's Global Program targets, LH program, TAI and WWF Nepal targets and milestones on species and forest conservation.

5. Innovation and new ideas

Expand ground through Policy and institutional mechanism to help mainstreaming innovative concepts like Natural Capital Assessment, Sustainable Green Infrastructure, E-flows, engagement with OBOR and MCC among others. Should be able to capture emerging opportunities in the country, region and global context relevant to WWF's work. Help raise additional funding through new concepts and program in collaboration with relevant thematic and landscape units.

6. Team player

Support building a high performing, strong and united policy and governance program team, facilitating good communication, collaboration, and sharing of lessons learned amongst the team members.

Implement stipulated programs effectively in collaboration with partners, and provides overall technical support and direction.

Supports building the capacity of the staff in policy and governance, conservation education, WWF program themes on forest, wildlife, climate change and energy, freshwater to build a visible and sustainable organization as appropriate.

7. Other Duties

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.

KEY DELIVERABLES:

1. Integration of national conservation policy implications on planned and executed conservation programs of WWF Nepal.
2. Help integrate issues of sustainable development, low carbon mechanism, good governance and alignment with national development framework on concepts and proposals on forests, climate adaptation, REDD plus, carbon financing, renewable energy and wildlife trade control.
3. Help ensure adequately funded projects and programs with effective support in fundraising.
4. Generation of new conservation ideas and concepts for enhanced program effectiveness.
5. Increased partnership development with the government.
6. Good teamwork and high motivation of staff and conflicts managed and resolved well.

III Minimum Work Requirements:

Qualifications:

- a. Advanced degree (Masters) in relevant discipline such as conservation, law, international development or any other relevant field.

Experience:

- a. At least 5 years of relevant professional experience in conservation, environment and development or policy work, including demonstrated experience managing large complex programs, staff and budgets;
- b. Proven experience working with governments, aid agencies, civil society, and NGOs.

Required Skills and Competencies:

- Demonstrated ability in development, management and policy work in the national, regional and international context.
- Demonstrated ability to enter into complex policy, program and funding partnerships with a range of stakeholders and actors.
- Strong negotiating and lobbying skills earned in NGO, governmental, or business environments.
- Effective management of large budgets, strategic plans and program teams.
- Excellent knowledge of the global and regional conservation policy work and key players, and policy processes.
- Demonstrated ability in leading both field and office-based teams.
- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level.
- Excellent communication skills, fluency in both written and spoken English.
- Experience in staff capacity building and/or business management.
- Strong commitment to conservation and development issues and ability to cope with varied workloads.
- Adheres to WWF's values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.*

IV. Supervisory Responsibility: Directly supervises Senior Officer-Climate Change & Energy, Livelihoods Specialist and Manager-Wildlife Trade Control.

V. Working Relationships:

- a. **Internal** - In particular works closely with internal team and relevant WWF Network partners, with regional and international teams, as well as with partner NGOs and their affiliates. Works closely and effectively with the Representative and Senior Management Team, with the conservation program Coordinators and their teams.
- b. **External** - Establish and maintain relationships with relevant government departments, WWF network offices, aid agencies as well as environmental and development oriented I/NGOs as appropriate. Responsible for developing and maintaining regular contact with national conservation experts on target issues. Relationships must also be built and maintained with international organizations of relevance.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____