

**WWF NEPAL PROGRAM
POSITION DESCRIPTION**

Name :
Position Title : **Program Officer - Freshwater**
Reports to : **Water Resources Specialist**

I. Major Functions:

Under the direct supervision of Water Resources Specialist, the Program Officer - Freshwater will be responsible for providing technical inputs and implementation of the water related projects that contribute to the WWF's Freshwater Goal. S/he will support the Freshwater team in areas related to protecting and restoring critical freshwater habitats, conserving freshwater biodiversity, water resources management practices prevailing in Nepal (Integrated River Basin Management), water governance and river connectivity. S/he will be directly involved in implementing, reporting and documenting lessons on WWF's freshwater projects and programs in the field on a quarterly, semi -annual and annual basis. The candidate should also be well versed with issues related to freshwater in the context of Nepal like threats to freshwater habitats such as water related infrastructure (hydropower), pollution, sand and gravel mining, water abstraction, watershed degradation, illegal fishing, climate change etc, E-flows, high conservation value rivers, freshwater ecosystem services, PES, water governance and national and international water polices. The candidate must also be able to work with other thematic goals and cross cutting themes of WWF namely Wildlife, Climate & Energy, Forest, Governance, Livelihoods and Communications. The candidate must be willing to travel and work in remote areas both in the Terai and mountains.

II. Major Duties and Responsibilities:

1. Support the Freshwater Goal Team

The Program Officer - Freshwater will support the Freshwater team of WWF Nepal for effective implementation of the water projects/programs to contribute to the Global Initiatives of WWF. S/he will be responsible for the implementation, monitoring and reporting of concerned projects as per WWF guidelines, donor compliance and GoN's requirements on a quarterly, semi-annual and annual basis. S/he will prepare, quarterly, semi-annual and annual work plans in line with the log-frames work of the projects/programs. S/he will work in coordination with the landscape and field team and make necessary field visits to provide technical inputs and monitor activity progress. The candidate will also support and coordinate with different partners (government/non-government), experts and resource persons to compile necessary information and lessons learned on WWF's water related work.

2. Support on freshwater ecosystem conservation

The Program Officer - Freshwater will support and manage the high conservation value (HCV) rivers work and system scale planning to enhance hydropower outcomes and minimize implications to the freshwater ecosystem. S/he will review and compile available national or basin datasets on- e.g., freshwater species and ecosystem distributions, migration routes, sediment flows, socio-cultural-livelihood aspects, water quality, climate vulnerability, and geomorphology that will be considered for inclusion of the assessment of HCV rivers. S/he will compile information on dams, infrastructure in floodplains, water abstractions and other factors

affecting river connectivity. The candidate will support in evaluation of downstream and upstream impacts of dams and other alterations on species and river processes. S/he will support in developing a GIS database and a river basin simulation model. S/he will work in close coordination project/program team, partners, government organizations and stakeholders while collecting necessary information and implementing the projects/programmes in line with WWF's strategic plan.

3. Provide Technical Inputs

The Program Officer - Freshwater will provide technical inputs in the implementation of the freshwater projects/programmes in line with WWF's strategic plan and the WWF's global and regional initiatives. S/he will also provide technical inputs related to protection of critical freshwater habitats, Wetlands Management, freshwater biodiversity conservation, PES, water governance, sustainable hydropower, IRBM. S/he will prepare plans and reports (quarterly, semi-annual and annual) that are technically sound and in compliance with WWF, donors, and government requirements.

4. Support Program Development and Planning

The Program Officer - Freshwater will also support the freshwater team on program development and planning that contribute to the WWF's strategic plan. S/he will work with WWF colleagues and partners and provide inputs for proposal development and will also be responsible for fund raising and proposal writing. The candidate will also bring about innovative ideas on freshwater issues.

5. Program Implementation, Monitoring, Reporting and Knowledge Management

The Program Officer - Freshwater will be responsible for implementation and monitoring and reporting of the water related projects/programs in line with WWF's guidelines, donor compliance and government requirements. S/he will also document and share with all stakeholders the lessons learned from the implementation of projects/programs in coordination with the Knowledge Management Expert.

S/He will also coordinate with the WWF field and finance team to comply program/project implementation and financial expenses.

6. Communication and documentation

The Program Officer - Freshwater will work with the WWF's Communications team, WWF colleagues both in the center and field, experts, consultants and partners to communicate the successes and failures to a wider community of all stakeholders. S/he will maintain an effective and efficient database with proper documentation and information on the freshwater program.

7. Capacity Building

The Program Officer - Freshwater will support the freshwater team and other teams of WWF on building capacity of concerned stakeholders including WWF staff, partners and resource persons on freshwater habitat management, HCV rivers, System Scale Planning, IRBM, PES, E-flows and water stewardship but not limited to the above.

8. 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.

IV Minimum Work Requirements:

Qualifications:

Master's degree, preferably in Freshwater Ecology, IRBM, IWRM, NRM, Water Resources Engineering, Hydrology, Biodiversity Conservation or in a related field is required.

Experience:

At least 3 years of experience in freshwater ecosystem conservation, environment and policy work, including demonstrated experience in managing basin level programs, staff and budgets. The candidate should have extensive knowledge on freshwater ecology, freshwater ecosystem modelling, sustainable hydropower, IRBM, integrated watershed management. Proven experience in working with governments, aid agencies, civil society, and NGOs. Proven track record and skills in social mobilization and working with communities.

Skills and Abilities: This position requires strong organizational skills with ability to multi-task and keeps track of priorities and strong inter-personal and diplomatic skills. Good skill in GIS and freshwater ecosystem modelling is desired. A self-starter with ability to take initiative as needed and work well under minimal supervision. Good facilitation skills. Good communication skills including written and spoken English. Project management experience and cheerful personality with good sense of humor will be strong advantages.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____