

WWF NEPAL
POSITION DESCRIPTION

Name :
Position Title : Program Officer, Sacred Himalayan Landscapes
Reports to : Manager-Forests and Landscape
Project Areas : Sacred Himalayan Landscape

I. Major Functions: Under the direct supervision of Program Manager-Forests and Landscape, the Program Officer is responsible for the overall management of an upcoming project in the eastern hills (Terhathum, Sankhuwasava and Taplejung districts) within the Sacred Himalayan Landscape (SHL). S/he is responsible for coordination, planning, implementation, monitoring and reporting of the project.

II. Major Duties and Responsibilities

1. Project Management and Coordination

- Manage the project in coordination with governments and partners
- Manage field project office in close coordination with Project Coordinator and Finance and Admin Officer
- Approves procurement, payment, leaves and other administrative duties as outlined in project document
- Coordinate with State Directorate of Forests, District Coordination Committees, municipalities, Division Forest Offices, civil society organization and other project partners to implement the project
- Coordinate with supervisor to supervise field level project activities carried out by the partners, project staff and consultants

2. Project Planning and Implementation

- Develop annual work plan and detailed implementation plan of the project in consultation with landscape manager
- Ensure effective implementation of the work plan and detailed implementation plan to achieve maximum project outputs
- Coordinate with goal leads and cross-cutting themes to ensure standards and quality in the program
- Coordinate to mobilize government agencies, local governments and implementation partners to implement activities as outlined in the project document
- Provide technical support to implementing partners and communities for smooth implementation of the activities
- Coordinate district and project level coordination meetings

3. Budgeting

- Assist SHL team to finalize detailed program budget for each fiscal year and estimation of field activities
- Manage budget, analyze funding/spending status.

4. Fund Raising

- Assist in development of fund raising targets
- Assist in developing concepts for project proposals in coordination with supervisor, goal leads and Program Development unit

5. Monitoring and Reporting

- In close coordination with monitoring team and landscape team, conduct field monitoring visits regularly and ensure the findings of the monitoring are properly documented and shared with implementation partners and supervisor
- Prepare quarterly, half-yearly and annual technical reports and submit to the WWF and concerned partners
- Regularly track status of project activities and budget and update to the supervisor and concerned partners
- Ensure donor's resources are optimally used and compliances are fully met
- Accompany donors and partners to the project areas as and when required

6. Communication and Learning

- Frequently communicate with the government agencies and implementation partners
- Develop success stories and other communication materials in coordination with communication team at WWF
- Document learnings and incorporate into the reports and planning
- Share learnings with the communities and implementation partners

7. Policy

- Remain informed and updated on relevant policy issues
- Provide timely feedback to supervisor and take initiatives on addressing such issues

8. Other Duties

- Performs other duties as specified in the project document and as deemed necessary by the supervisor

III. Supervisory Responsibility:

Supervises Finance and Admin Officer and other project staffs

IV. Working Relationships:

- 1. Internal:** Interacts with landscape team, goal leads, cross-cutting teams, communication team, operations team and project team
 - 2. External:** Implementing partners, NGOs, INGOs, state and local governments and donor agencies working in the area.
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Minimum Work Requirements:

Knowledge: At least Bachelor's Degree in Forestry (Preferably Master's Degree in Forestry)

Experience: At least three years of experience in implementing and managing programs/projects with extensive knowledge and experience on community-based forest management, and community-based conservation. It is preferable that the individual is experienced in working in mountain environment.

Skills and Abilities: Excellent communication skills that include program/project planning, monitoring, report writing and making presentations. This position requires knowledge of

data analysis, computer programs like MS Office. Two-wheelers driving license will be an added advantage.

Accepted by
Employee: _____

Supervisor: _____

Approved by Country Rep: _____