



WWF Greater Mekong

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JOB DESCRIPTION

Position title:	Country Director, WWF-Laos
Reports to:	Regional Director, Asia-Pacific
Supervises:	Laos Country Management Team
Grade (IPE scores):	Country Head, IPE-58
Date:	January 2020

I. MISSION OF THE ROLE

Develops and leads a high performing WWF-Laos Country Office so that it is highly influential; plays a leadership role in the WWF network; is able to shape the conservation agenda of WWF-Laos to deliver on WWF's global priorities at national, regional and global level.

II. Major Functions

- Provides and leads the vision, strategic planning and institutional development of WWF-Laos Country Office as the leading conservation INGO nationally, regionally and globally.
- Directs, manages & is accountable for the running of WWF-Laos Country Office and ensures it is managed effectively and efficiently in all key programme areas – Programme, Finance and Administration, People & Culture, Partnership Development, and Communications and Marketing – achieving and continuously improving WWF-Laos's vision and goals
- Provides effective leadership and line management for all members of senior management team;
- Provides thought leadership on key conservation issues at national level and manages key partnerships including national Government to ensure optimal communications and mutually beneficial relationships are established and maintained.
- Promotes the vision and objectives of the WWF-Laos Strategic Plan to internal and external WWF stakeholders, and participates in strategic partnership-building and fundraising approaches in coordination with all stakeholders as appropriate.
- Play a pro-active role in the Regional Leadership Team in building a strong Asia Pacific programme of WWF.
- Actively affirms and role models WWF's behaviours, values and culture.

III. Major Duties and Responsibilities

- Provides overall direction and leadership in developing and executing WWF-Laos strategic objectives and institutional vision;
- Continuously strengthens WWF's profile, reputation and credibility in the Lao PDR and influences policies and best practices in line with WWF's global programme priorities;
- Initiates and leads strategic partnerships relevant for WWF-Laos strategic plan and institutional vision as well as WWF Network's key global initiatives;
- Develop a realistic, well planned long term strategy and is meeting fundraising targets across all sectors (Corporate, Individual, Major donor and PSP) to deliver on its conservation agenda;
- Ensures effective communications and partnerships with WWF Network, government, international organizations, other non-governmental organizations, industry and public to ensure strong profile of WWF-Laos and its activities, as well as leveraging opportunities between national, regional and global levels;
- Ensures WWF-Laos activities comply with relevant government MoU legal requirements and maintains the highest ethical standards;
- Ensures the compliance of WWF-Laos with WWF International and agreed WWF Network policies, standards and procedures, including and not limited to the Compact Agreement and Fraud and Corruption Policy;
- Ensures an excellent understanding of risk-based approaches to managing projects and programmes;
- Represents WWF-Laos in key internal network and external forums, including high level donors, partners and prospects to solicit support and funding;
- Leads staff effectively through creation of a shared vision providing clarity that ensures all staff in Laos Country office understand their contribution including establishment of appropriate organizational structures, policies, including but not limited to safeguarding and social policies, processes, and departmental/ office responsibilities;
- Establishes, implements and ensures that the Country Office is effectively and efficiently managed in all key areas – conservation, operations, finance, people and culture, communication, marketing, fundraising and policy and partnerships;
- Effectively leads, coordinates, manages and develops the senior management team and supports them in executing the strategy and managing talent and resources in line with the strategic initiatives;
- As a member of the Programme Implementation Agreement (PIA) Shareholder group (SHG), actively contributes to regular meetings, ensures timely and effective inputs, and relevant decisions and recommendations are implemented;

- Builds a culture of performance, positivity, engagement, creativity and work ethics in the WWF-Laos Country office;
- Demonstrates WWF behaviours in ways of working: *Strive for Impact; Listen Deeply, Collaborate Openly; Innovate Fearlessly*
- Performs other duties as requested by the Regional Director or his/her designate.

IV. Profile

Required Qualifications

- At least 10 years' professional experience in a leadership role preferably with an NGO, 3 - 5 years should be within the Asia region, with demonstrated success in managing multi-disciplinary/ multi-cultural teams;
- Advanced university degree in Conservation, Business Management, International Relations / Development, or other related fields. Additional academic training or a degree in an environmental / conservation fields for those from Business management/development background and additional management/Leadership training for those from Conservation background would be a strong asset;
- Proven track record in successfully developing, leading, and managing large-scale programmes and/or institutions in the field of conservation, natural resource management, international development, and/or other related fields;
- Successful track record in fund raising;
- Superior oral and written communication skills in English and other local languages.

Required Competencies

- A proven leader with the capability of Inspiring and growing an organization's impact and building future leadership and talent in the organization;
- High level negotiation, collaborating and influencing skills and the capacity to develop and maintain strong relationships at all levels in the business, not-for-profit, scientific and political communities;
- Has demonstrable experience of developing networks at the highest levels of Government and Business;
- Excellent communication and interpersonal skills including the ability to represent an organization at a range of local and international fora, in the media and with the general public;
- Very strategic and demonstrated experience in developing, implementing and evaluating strategic plans;

- Track record of building organizational talent by nurturing performance culture and encouraging empowerment and delegation;
- Decisive, courageous and resilient;
- Passion for conservation and WWF's mandate;
- Committed to equal opportunity employment policies;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging
- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly.

V. Working Relationships

Internal: Interacts with the WWF-Laos Country Management Team and staff on a daily basis, Asia Pacific RMT and as and when required, coordinates and interacts with offices in the region, WWF International Secretariat and other offices in the WWF network.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Regional Director as appropriate.

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.

Prepared by Supervisor:

Accepted by Staff member: