

## **JOB DESCRIPTION**

<b>Position title:</b>	Project Officer, USAID Biodiversity Conservation
<b>Reports to:</b>	Provincial Coordinator, USAID Biodiversity Conservation
<b>Supervises:</b>	N/A
<b>Location:</b>	01 based in Cat Tien

### **I. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The “USAID Biodiversity Conservation” is a 5-year project starting from July 2020 to March 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife population in high conservation value provinces (Ninh Binh, Ha Tinh, Quang Binh, Quang Nam, Thua Thien Hue, Quang Tri, and Lam Dong). The project targets thirteen special use forests and six protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

The USAID Biodiversity Conservation project has four strategic approaches (SA):

- SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
- SA2: Strengthen Management of Special-use and Protection Forests
- SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
- SA4: Reduce Local Demand Through Behavior Change Methodologies

### **II. Major Functions**

The Project Officer reports to the Provincial Coordinator and is responsible for supporting implementation and monitoring activities of all Strategic Approaches at the site and provincial level.

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

- Develop detailed action plans for conducting field surveys and implementing project training activities.
- Organize/implement project activities including but not limited to training of government staff, technical workshops, community meetings, technical meetings with government counterparts.
- Provide training in selected topics commensurate with the knowledge and skills of Project Officer.
- Lead and/or participate in community and technical meetings as required and commensurate with knowledge and skills of the Project Officer.
- Support the implementation of consultant missions and participate in these as required.
- Collaborate in the field with other related projects, especially those with similar activities and approaches, and shared localities, including, but not limited to CarBi 2, and USAID STW projects.
- Support SA Managers in developing SOWs for consultants.
- Support missions of implementation partners, notably but not limited to IUCN, IZW, GWC, FFI, and ENV, and project donor (USAID).
- Be responsible for the administration and proper collection of required monitoring data of workshops and project activities.
- Provide input to monthly, quarterly, and yearly activity targets.
- Contribute to technical reports at the request of PC and SA Leads.
- Contribute to quarterly and annual work plans on the request of PC and SA Leads.
- And perform other duties as required by the Provincial Coordinator or his/her designate.

#### **IV. Profile:**

##### **Qualifications**

- Graduate degree or higher in natural resources management, conservation, biology, forestry, environmental management, or related fields.
- More than 3-year working experience in conservation, natural resources management or forestry in Vietnam.
- Experience with capacity building and natural resources governance.
- Experience working with ethnic minority communities, management boards of SUF and PF, and district and provincial authorities.
- Experience with biodiversity monitoring.
- Experience with organizing and/or establishing community-based institutions.
- Proficiency in one or more ethnic minority languages applicable in the Central Annamites.
- Working experience with USAID-funded or WWF projects.
- Working experience in a multi-cultural environment and with international organizations.

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

- Mid to higher skill level with word processing and spreadsheet software.
- Report writing, Networking skills.
- Working proficiency in written and spoken English.
- Excellent presentation, communication & interpersonal skills.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect &
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.

#### **V. Working Relationships:**

**Internal:** Reports to the WWF Provincial Coordinator and collaborates closely with BCA project staff. Interacts with other WWF staff on a per need basis and as directed by the PC.

**External:** Interacts with stakeholders primarily at the community, commune, and district levels. Interacts with the provincial level, teams of implementing partners, other relevant projects and NGOs on an ad-hoc basis and as directed by the PC. Interacts with on a per need basis and as directed by the PC. Interacts regularly with service providers.

*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.*