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JOB DESCRIPTION

Position title:	Project Officer, Solid Waste Management project, Long An, WWF-Viet Nam
Reports to:	Project Manager
Supervises:	Consultants as required
Location:	Vinh Hung district, Long An province
Date:	06 March 2023

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.

II. MAJOR FUNCTIONS

Marine Litter, and especially plastic waste, has been identified as a major environmental issue during the last few years. A major share of this amount is originating in the countries of Southeast Asia, half of the worldwide amount of plastic waste entering the oceans is coming from China, Indonesia, the Philippines, Thailand, and Viet Nam. Rivers are an important source of marine litter because they transport waste dumped into rivers or released from dumpsites by flooding. The Mekong River belongs to the 10 most important river sources of marine litter. The root causes of marine litter are insufficient waste management systems inland in combination with increasing sales of single-use plastic products, mainly packaging. Improving the financial sustainability of waste management systems and introducing systems of waste prevention, collection, sorting, and recycling is key to improve the situation.

The Project Officer is technical in charge of the field implementation of activities in relation to the Solid Waste Management project in Long An "Reduction of Marine Litter by better Waste Management & Recycling in the Mekong Area" that started in 2019. The position may also contribute to other projects/ programs in the Mekong Delta Landscape.

III. MAJOR DUTIES AND RESPONSIBILITIES

- Work closely with the Project Management Unit (PMU) and other stakeholders for planning, implementation and M&E of the projects/ program assigned.
- Support the Project Manager/team in overall general coordination, evaluation, management, and supervision of project implementation.
- Provide technical inputs, support to the planning and implementation of the projects/ programme activities in an objective-oriented manner, including quality assurance.
- Support the day-to-day management and deployment of the project activities in Vinh Hung district.
- Provide technical and logistical (including authorizations to travel to field) support to the consultants implementing the project, notably access to data, reports and relevant stakeholders (local authorities, gov technical agencies, etc.).
- Ensure timely preparation of training programmes designed for stakeholder's, with respect to project review cycle.
- Ensure timely preparation and submission of inception report, project annual work plans, progress reports, etc.
- Ensure timely follow up implementation and report progress to the project manager/team.
- Provide timely for reports in the project cycle.
- Attend training courses, workshops as representative for the project managers when required.

- Assist to and co-work with the supervising Project Manager (and others relevant staff) in planning and monitoring (financial and technical), facilitating the implementation in compliance with donor's and WWF's requirements/ policies and in line with work plans.
- Contribute to the Freshwater as well as Conservation strategies, workplan, program development, and other relevant activities as needed.
- Other tasks assigned by supervisors as appropriate.

IV. PROFILE

Required Qualifications

- Bachelor's degree or preferably master's degree or higher in fields related to environmental engineering, Civil Engineering, environment, solid waste management, solid waste treatment, etc.
- Experience in solid waste management and treatment.
- At least 5 years of practical experience in areas related to the above-mentioned areas.
- Proven experiences in planning and implementation of GO and NGO's projects.
- Experiences in working or liaison with GO and NGO bodies (e.g protected area, national park), and working in multi-stakeholders' settings.
- Good understanding of the Mekong Delta and issues related to solid waste, plastic, conservation, climate change, and communication for changes.

Required skills and Competencies

- Can-do attitude and result-oriented communication mind-set
- Organizing/ planning and problem-solving skills
- Good research, presentation, training skills, report writing skills
- Fluency in written and spoken English
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.

V. WORKING RELATIONSHIP

1. Internal: work in close collaboration with project staff, finance team of WWF-Viet Nam and other regional staff, other GMPO Country Programmes. Engage with and support WWF-Viet Nam staff.
2. External: liaise and work with Government agencies, donors, communities, partners, private sectors, consultants, and international and local NGOs.

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.