



**WWF** *for a living planet*®

## JOB DESCRIPTION

<b>Position title:</b>	Protected Areas and Law Enforcement Manager (SA2/3 Manager), USAID Biodiversity Conservation (BC)
<b>Reports to:</b>	Provincial Coordinator, USAID Biodiversity Conservation
<b>Supervises:</b>	SA officers
<b>Period:</b>	June 2023 – June 2025
<b>Location:</b>	Quang Tri province

### I. Background

WWF is 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 Government of Viet Nam on environmental issues and implemented field activities across the country. For more information: <http://vietnam.panda.org/>. WWF recognizes that its employees are an invaluable asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Vietnam is recognized as one of the world's most biodiverse countries. However, decades of illegal logging, wildlife poaching and trade and agricultural expansion, have resulted in the loss of natural forests and wildlife. Consequently, several species are now on the the brink of extinction. To safeguard the remaining intact forests and wildlife populations in Vietnam, we need new approaches to address those problems in Special-use Forests (SUF) and Protection Forests (PF) - the backbone of Vietnam's protected forest system.

The USAID Biodiversity Conservation Activity is a multi-year project that is scheduled to end in June 2025. The main objectives are to maintain and increase forest quality, while also protecting and stabilizing wildlife populations in high conservation value forests in the provinces of Ha Tinh, Lam Dong, Ninh Binh, Quang Binh, Quang Nam, Quang Tri, and Thua Thien Hue (TT Hue). The project focuses on 14 special use forests and six protection forests, connecting forest management units across the landscape to ensure the preservation of forest cover and connectivity of habitats vital for the protection of Vietnam's threatened and endemic species.

The USAID Biodiversity Conservation Activity 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.

**Strategic Approach 2 (SA2):** Strengthen management of special use and protection forests in province in charge, including:

- Strengthening the institutional framework of Special Use Forests (SUFs) and Protection Forests (PFs) by improving the internal institutional and governance framework, management capacity, impact monitoring and external accountability.
- Developing collaboration management mechanism to enhance community participation.
- Institutionalizing improved patrolling and adaptive management by applying SMART for protected area and protection forests management boards and instituting community patrolling.
- Systematizing and standardizing biodiversity and forest monitoring for SUFs and PFs in the project area.
- Establishing a species conservation fund for local NGOs/CSOs for endemic and threatened species in-situ and ex-situ protection.
- Undertaking wildlife rescue and rewilding activities.

**Strategic Approach 3 (SA3):** Improve law enforcement, increase its functionality and increase public participation in wildlife crime reporting, including:

- Building law enforcement and capacity by establishing and providing training for multi-agency task force in each province.
- Establishing community-based patrols by utilizing existing WWF/FFI models for professionalized community patrol teams.
- Assessing and addressing landscape level wildlife trade dynamics and urban outlets for wildlife products.
- Supporting procuracy and courts in procuration and conviction of wildlife crimes.
- Developing public reporting and feedback mechanism forest and wildlife crimes

## **II. Main Functions**

The SA2/3 Manager will be responsible for implementing SA2 and SA3 activities on Protected Area Management and Law Enforcement in Quang Tri province.

## **III. Duties and Responsibilities**

The SA2/3 manager is responsible as the technical manager of the SA2/3 activities in Quang Tri province: providing induction, coaching and advice to ensure that all activities are appropriately conducted.

The SA2/3 Manager is responsible for all aspects below:

- With technical support from the Strategy Approach (SA) Leads and PC, the SA2/3 Manager participates in development processes of annual work plans in collaboration with the PPMU and partners. Additionally, the SA2/3 manager supports the PC in facilitating coordination and collaboration among provincial partners for effective and efficient implementation of activities.
- Works collaboratively with the PPMU and partners to implement activities in the province, which involves organizing and facilitating technical meetings, workshops, trainings, and other field activities.
- Supports the missions of national and international consultants with regard to planning and implementation of mission activities and liaising with project partners.
- Prepares technical reports/assessments, scopes of work for activities related to enhancing the management of SUF and PF and law enforcement efforts against forest and wildlife crimes.
- Provides inputs to PC for quarterly progress reports, weekly updates, and other ad hoc reports.
- Assists visits and missions of international and national staff working on project activities and supports their works/travel within the province.
- Monitors and supervises project activities in the province and updates to PC timely as necessary.
- Supports the PC in gathering necessary M&E data and supporting documents from provincial activities in support of the M&E Specialist.
- Monitors and reports to provincial authorities and to project management on the progress and challenges of all activities at the provincial level.
- Works with the team to ensure achieving the project targets.
- Carry out other tasks as requested by the line manager and his/her designate.

## **IV. Profile**

### ***Required Qualifications***

- Bachelor's degree, Master, Post-graduate in forestry, natural resources management, environmental or conservation management, or in relevant fields.
- More than 5-year working experience in the field of conservation or forestry in Viet Nam.
- Qualification in project management/coordination; working experience with USAID-funded and WWF projects is an asset.
- Experience in Protected Areas management, species conservation and law enforcement against forest and wildlife crimes.
- Experience in assessing law enforcement capacity and systems and in engaging, supporting, capacitating and mobilizing multi-agency enforcement teams; qualification in law enforcement, capacity building for forest protection and anti-wildlife trade.
- Thorough understanding of socio-economic, conservation and development issues in Vietnam and in the project provinces.

- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector in the region.
- Experience of development partnerships with partners, both with governmental and international relations.
- Experience of working in multi-cultural environment and with international organizations.

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

- Excellent presentation, communication & interpersonal skills.
- Strong leadership, team management, coaching and capacity building skills.
- Good quality assurance and adaptive management skills.
- Strategic thinking; excellent problem-solving skills and decision making.
- Influencing & networking skills.
- Proposal development & report writing skills.
- Fluency in written and spoken English.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

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

1. **Internal:** Interact regularly with PC, SA leads and closely collaborate with project staff. Engage with and support WWF-Vietnam staff.
2. **External:** Interact with all stakeholders at the community, commune, district, and provincial. Interact with donors and other relevant projects and NGOs on an ad-hoc basis as and when required.

*This job description covers the main tasks and conveys the spirit of the tasks anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*