

JOB DESCRIPTION

Position title:	Forestry Senior Project Officer, BioDev2030 – phase 2, WWF-Viet Nam
Reports to:	Project Manager, BioDev2030 – phase 2, WWF-Viet Nam.
Supervises:	consultants when required
Location:	Hue or Quang Tri
Date:	April 2024

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 2019 Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES, 2019) Global Assessment of Biodiversity and Ecosystem Services Report predicts that one million plant and animal species are threatened with extinction. The health of the ecosystems on which humans depend and on which all other species depend is degrading today at an unprecedented rate. This situation weakens livelihoods, food security, health and quality of life worldwide and poses economic and financial risks. It is anticipated that the accelerated loss of biodiversity and ecosystem services will have significant consequences on economies and societies in general. The poorest and vulnerable populations are increasingly at risk to be exposed to disasters and to the consequences of a loss of natural capital on which they depend for their subsistence and resilience. With the aim to reverse the curve and promote more sustainable and resilient economies, IUCN collaborates with Expertise France and WWF-France to catalyze the BIODEV2030 Initiative that tries to mainstream biodiversity into key economic sectors in 16 pilot countries and Vietnam is one on them. At the country level, the Initiative aims to foster ambitious scientific commitments and clear accountability mechanisms that bring about change. The two-year Initiative shall create the conditions for a national dialogue involving stakeholders around strategic economic sectors, relevant to the country economy and biodiversity following a “3D” approach (Diagnostic, Dialogue and Disseminate). In each country, the Initiative will support a constructive dialogue based on a scientific assessment and a diagnostic of national and sectoral threats to biodiversity based on the various data available. The Initiative will also establish a community of practice at the level of each country in order to operate the science-decision-making interface effectively with a view to building a coherent and cross-sectoral national agenda to achieve the objective by 2030.

II. Major functions:

The Forestry Senior Project Officer, BioDev2030 project phase 2 will support the Project Manager in working with partners to develop the project workplan, implement project activities related to forestry in the field. (S) he also ensures the achievement of the project Objectives, Outcomes/Outputs, this includes responsibilities for the technical, financial, and administrative aspects of the project.

III. Major Duties and Responsibilities:

- Support the project manager in overseeing the planning, management, implementation, and monitoring of project activities related to forestry;
- Be responsible for the development and revisions of the project's work plan; prepare every 6-month technical report (TRP) and update the project progress on the WWF monitoring system (PPT); follow up the budget implementation and support in revision of the budget (if any) to ensure the project expenditure progress as planned;

- Identify the potential companies to pilot the project activities in the landscape through working with the project team, consultants, and private sectors.
- Be responsible for building an effective partnership with local government, target corporates, businesses, project partners to disseminate BioDev 's approach and policy advocacy;
- Actively support the targeted private companies to develop proposals that meet the potential donor's requirements and timely procedures
- Collaborate to develop a multi-stakeholders platforms, organise related project meetings, workshops, events;
- Facilitate in preparation, and implement the due diligence procedures when necessary;
- Provide inputs into technical discussion and documentation when required;
- Regularly report to and keep the project manager up-to-date on project progress and implementation issues;
- Coordinate with WWF Communications team for the development of communication materials (press releases, conferences,...) and products as planned in the project;
- Supervise consultants as required;
- Other relevant tasks as assigned by line manager.

IV. Profile:

Required Qualifications:

- Bachelor degree (Master degree is preferred) in forestry, natural resources management, development study, trade policy, or a related field;
- Additional qualifications in supporting project implementation, communication, business or marketing are advantage;
- At least 7 years of practical experience working in the Vietnamese forestry sector with donor-funded projects, forestry companies or timber associations;
- Working knowledge of the policy and institutional context for forest law enforcement and governance reforms in Viet Nam;
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in Vietnam;
- Experience in working with private sectors and NGOs in Viet Nam, in particular with WWF are an advantage;
- Knowledge of international forestry policy, timber legality and EUDR aspects are an advantage;

Required skills and competencies:

- Communications and dissemination skills;
- Networking and teamwork skills;
- Planning, organisation, time management, facilitation and coordinator skills;
- Good project administration and financial management, and organisational skills;
- Fluency in written and spoken English and Vietnamese;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

V. Working relationships

Internal:

- Close working relationship with the Project Manager; day-to-day working relationship with the project team;
- Work closely with relevant staff of WWF-Viet Nam including communication, policy and staff working on forestry issues;
- Work with finance team on financial aspects;
- Work in collaboration with IKEA, DFCD, LFR, LtC, Velux projects staff and advisors, communication team of WWF Viet Nam

External:

- Work closely with GoV counterparts and appropriate government entities, including MARD, MONRE, and provincial relevant departments;
- Liaise with associations such as VIFORES, HAWA, FPA Binh Dinh, etc., and plantation as well as companies in timber industry.
- Liaise with other NGOs/organisations for collaboration in implementing project activities;
- Liaise and work with media when required;

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 organisational needs.