



WWF for a living planet®

JOB DESCRIPTION

Position title:	Senior Project Officer - Nature-based Solutions CRxN Mekong Project
Reports to:	Project Manager
Supervises:	Project consultants or interns as required
Location:	Can Tho, Viet Nam
Date:	ASAP

I. Background

WWF was one of the first International non-government organizations working in Viet Nam. 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 Asia Pacific oversees the Country Offices that are managed by WWF International (Greater Mekong; (Myanmar, Cambodia, Laos, Thailand, and Viet Nam); Pacific; (Fiji, Papua New Guinea and Solomon Islands); and Mongolia). We work to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife.

Nature-based Solutions (NbS) offer opportunities for climate change mitigation, adaptation, and resilience, and can support communities that are the most vulnerable to climate change, while protecting the ecosystem services upon which they and their countries' economies depend. Nature-based Solutions are increasingly recognised as important to the implementation of the Paris Agreement, to climate and biodiversity action and are critical to achieving the Sustainable Development Goals across sectors, including land, oceans, food, water and sanitation, and poverty reduction.

Climate Resilient by Nature (CRxN) is an Australian Government initiative, in partnership with WWF-Australia, advancing Nature-based Solutions to climate change to support communities, NGOs, governments and the private sector, to work with nature to tackle climate change by protecting and restoring critical ecosystems, building sustainable livelihoods, and increasing resilience to climate shocks. The CRxN program, originally developed in the Pacific, has been expanded to the Mekong region, where WWF-Greater Mekong Program Office and the Viet Nam, Cambodia and Laos Country Offices are developing and implementing NbS solutions in key wetlands in each country to support delivery of the program.

II. Major Functions

The Senior Project Officer, Nature-based Solutions CRxN Mekong Project, will be responsible for the coordinating and managing the field implementation of activities in the buffer zone of Lang Sen Wetland Conservation including planning, coordination, implementation, monitoring, and reporting of project's activities under supervising of the Project Manager to ensure compliance with the Project Document and WWF's contractual obligations.

III. Major Duties and Responsibilities:

Coordinating and managing the field implementation of activities under the CRxN Mekong project:

- Support Project Manager and other team members in implementing project activities to ensure the effective and timely delivery of project outcomes
- Track and report project activities' progress and performance, including coordinating with team members and consultants to generate and deliver reports to Project Manager such as technical progress reports (TPR) and updates to WWF monitoring system in Project performance tracking (PPT)...
- Track, manage, and report the spending of activities under each project outcome quarterly, including updates and revisions on the project budget, to Project Manager
- Support Project Manager and other team members in leading the organizing, setting agendas, and managing training workshops, workshops meetings, conferences, site visits, consultation meetings, and community meetings... in coordination with project stakeholders, including attending events as Project representative

- Support Project Manager, other team members, and external Consultants in preparing, designing, and implementing technical surveys and studies including TOR and bidding procedure, if required
- Support Project Manager and other team members with risk management and mitigation
- Support Project Manager and other team members in preparing and completing administrative tasks, including submitting necessary documents
- Manage project reports and documentation
- Manage existing relationships with internal and external stakeholders and develop new ones with target businesses and other related stakeholders
- Identify, engage, and work with private sectors and “green” finance institutions to connect and develop bankable projects related to project objectives.
- Ensure the integration of Gender Equity, Disability, and Social Inclusion (GEDSI) into the program and that safeguards, including Child Protection relating to Indigenous People and Local Communities, are followed up, tracked, and reported.

Fundraising

- Support to identify funding opportunities for the Food Practice, especially for bankable projects from different sources, including within the WWF Network, external PSP donors, corporates, partners, etc.
- Contribute to the Food Practice strategies, work plan, program development, and other relevant activities as needed.

Representation, Communication, Networking

- Support Project Manager and other team members in the development of press releases/ and other communication materials on the results of the project and the development and maintenance of related sections on the WWF website/ news.
- Represent Food Practice in relevant national and international meetings, conferences, and workshops as appropriate.

For Other Tasks

- Undertake other relevant works as assigned by Line Manager.
- Provide regular updates to the line manager on technical implementation, staffing and funding opportunities and shortfalls.

IV.Profiles

Required Qualifications

- At least having a Master’s degree in agronomy, sustainability, aquaculture, environmental-economic, water conservation or climate change-related fields.
- At least 3 years’ experience as Senior Project Officer or 5 years’ experience as Project Officer.
- Knowledge of aquaculture/agriculture, conservation, environment, and natural resource management issues in Viet Nam, or in related fields.
- Good knowledge of Nature-based Solutions theory and application and freshwater conservation.
- Experience in engaging the private sector
- Experience in conducting studies and coordinating research activities.
- Experience of working with CBOs, SMEs, Government officials, local communities and/or donors at all levels.
- Working knowledge of policy/ institutional context in related fields in Viet Nam.
- Familiarity with the project areas and local context will be an asset.
- Knowledge of WWF structure, priorities, and procedures as well as WWF’s eco-regional approach to conservation.
- Knowledge of M&E methodology, and quality assurance.

Required Skills and Competencies

- Ability to work in a multicultural environment.
- Independently component management and innovation skills.
- Team working and coordination skills.
- Effective communication in both written and spoken English.
- Fluency in written and spoken Vietnamese and English.
- 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 RELATIONSHIP

- a. Internal: Work in close collaboration with program team, project staff, finance, admin, procurement team of WWF-Viet Nam and international colleagues.
- b. External: Liaise and work with communities, partners, consultants and service providers, and other third-party affiliates.

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.