

JOB DESCRIPTION

Position title:	Senior Program Officer, Water Stewardship Program
Reports to:	Water Stewardship Program Manager, WWF-Vietnam
Supervises:	Freshwater Lead as required
Location:	Ho Chi Minh city office, with frequent travel to project sites in the Dong Nai and Mekong river basin
Time:	From Sep 2024 to Jun 2028

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 first phase of WWF Water Stewardship Program started with the textile sector in 2019. By the end of 2023, it has achieved remarkable impacts on reduction of water consumption and wastewater discharge of textile production sites in Dong Nai and Mekong basin. Beyond individual site interventions, sector level collective commitment has been launched. Now as the program moves into the second phase (2024-2027), it aim to extend to *aquaculture sector*, and upscale impacts at *industrial zones and basin level* through the intervention of nature-based solutions (NBS) and collective actions amongst public, private and community stakeholders for water resource governance. The program covers two interconnected areas, the Mekong and Dong Nai basins, which have a total area of 10,000km².

Specifically, this project has the vision to ensure that the private sector in textile, aquaculture and industrial parks will improve their water management, adopt water circularity solutions and reduce wastewater pollution as part of a water stewardship approach. Beyond site level, the project will aim to address basin water challenges such as water pollution, drought, and aquifer depletion by promoting collective actions and adoption of nature-based solutions (NBS).

The overall 2030 objectives to improve overall basin health:

- At production site level: target private sector (including farmer smallholders) applies practices and technologies to improve water efficiency and reduce water footprints of key commodities (textile, aquaculture) and of key production clusters. Intervention measures include bankable water solutions and public-private partnership for water investment to water smart solutions and recycle wastewater.
- At basin level: Nature-based Solutions are adopted for Mekong and Dong Nai basins to address basin water challenges and conserve basin water resource, in terms of surface water quality and groundwater stock, ecosystem restoration in the target Key Biodiversity Areas, Water and Hygiene (WASH) in the two basins.
- At national level: target private companies, small farm holders, public authority and communities in the Mekong and Dong Nai basins engaged in multi-stakeholder collective platform to take actions for inclusive and sustainable water governance. Measures include strengthening private sector and community role in collective basin governance, advocating for water recycling standards, water policies, landscape approach in water resources management

II. Major Functions:

The Senior Program Officer (SPO) will focus on leading technical aspects for water smart practices at industrial utilities and agricultural farm sites, water conservation measures at basin level, working with community for better water access and hygiene.

The incumbent will support program management works, including technical implementing, review, budgeting, planning, management, monitoring and reporting, in order to achieve project's goals and targets, ensure all activities are in compliance with the project document and WWF's contractual obligations, and donor's requirements.

III. Major Duties and Responsibilities:

Project Planning, Implementing and Reporting

- Take responsibility for the detailed planning, implementation and monitoring of activities within the Water Stewardship program in Mekong and Dong Nai basin,
- Be responsible for drafting and revision of the Project's work plan, prepare six-monthly/end-year progress reports (TPR) as well as the update of WWF monitoring system in Project performance tracking (PPT) including monitor and update the project's budget, advise/assist on the spending of the budgets and in the revision of project's budget if any,
- Be responsible for supporting the Program Manager (PM) in maintaining good collaboration with target businesses, community and other related stakeholders for smooth implementation of program activities.
- Support in preparation, design and implementation of technical surveys and studies including TOR and bidding procedure if required.

Water smart (water stewardship) practices for industrial and aquaculture sites

- Brainstorm and coordinate technical aspects of water, energy and chemical related improvements for textile and aquaculture sites and industrial parks.
- Conducts data gathering, analysis and technical advice for enterprises and farms on water smart and circular solutions, aim at building the case of bankable water smart cases for upscaling to sector level.

Collective water governance at basin level

- Coordinate the consultant works, community activities for the water governance platform and/or forums at basin level
- Coordinate technical aspects of research, identification and implementation of nature-based solutions, ecosystem restoration, water and hygiene (WASH) activities for target areas in Mekong and Dong Nai basins

Representation, Communication, Networking

- Provide support to the development of press release/conference on results of the project and to develop and maintain related sections on the WWF website/news
- Represent Water Stewardship program or/and Freshwater Practices in relevant national and international meetings, conferences and workshops as appropriate.
- Perform other duties as required.

IV. Profile:

Required Qualifications

- Bachelors degree in a related field such as natural resources management, environmental science, ecology, law, business, international development is required. Graduate degree will be favorably considered.
- At least 03 years of practical experience as Project Officer or Senior Programme Officer.
- Good understanding and experience in sustainable production in manufacturing industry and agriculture.
- Experience of working with CSOs, local Government officials, and local communities.
- Familiarity with the project area and local context will be an asset.
- Experience of working INGOs or bilateral development agencies is an advantage.
- Knowledge of aquaculture, agriculture, basin conservation, environment, and natural resource management issues in Viet Nam, especially in related fields.

- Working knowledge of policy/institutional context in related field in Viet Nam.
- Knowledge of M&E methodology, quality assurance.
- Knowledge of WWF's PPMS is an advantage.

Required Skills and Competencies

- Fluency in written and spoken English.
- Good reporting writing, research, and communication skills.
- Good planning, organization, time management, facilitation, and coordination skills.
- Good using Microsoft office and IT common platforms.
- Networking and Teamwork skills.
- Willing to learn attitude.
- Can-do attitude, result-oriented and open mind-set.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's brand values, which are: Knowledgeable, Optimistic, Determined, and Engaging;

V.Working Relationships:

Internal: Interact frequently with WWF staff including WWF Freshwater Practice, WWF Viet Nam, WWF Greater Mekong as well as the WWF network staff to present / exchange experience in water stewardship work in Viet Nam and globally.

External: Actively contact with related stakeholders, including Government agencies at national and local levels, private sectors (farmers, enterprises, etc.), international and local NGOs working on related issues, donors.