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## **JOB DESCRIPTION**

**Position title:** Central Annamites Landscape Director, WWF-Vietnam  
**Reports to:** Chief Conservation Officer  
**Supervises:** NBS Program Lead, Project Managers, Program Coordinators, Technical Advisors, Provincial coordinators as well as landscape Admin.  
**Location:** Based in Hue or Quang Nam provinces.  
**Date:**

### **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.

WWF-Vietnam is part of WWF-Greater Mekong Programme (GMP) which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

### **II. Major Functions:**

The Landscape Director (LD) plays the leading role in the planning, coordination, monitoring and implementation of the WWF efforts to conserve one of the most biodiverse landscape in Vietnam's, the Central Annamites Landscape (CAL). The LD has the chance to represent WWF Vietnam in the Landscape and is responsible for the conservation and operation, including the planning and management of financial and administrative aspects of the landscape programme. The LD organizes program and project execution consistent with WWF Vietnam country and landscape strategic plan objectives engaging national counterparts and stakeholder, and building reputation for quality design and reliable delivery.

### **III. Major Duties and Responsibilities:**

- Act as the representative/focal point of WWF Vietnam in the landscape, participate to workshops and meetings, plan and coordinate donors (WWF and others) landscape field visit.
- Act as the focal point of WWF Vietnam for the transboundary landscape collaboration with WWF Laos and WWF GMP.
- Accountable of the implementation of the WWF Vietnam Conservation strategy in the Central Annamites Landscape (CAL).
- Monitor, review and update the landscape strategic plan to demonstrate impacts and to ensure its alignment with the WWF Vietnam conservation action plan and WWF GMP Conservation Strategy, as well as provide support to the evaluation of the landscape program.
- Manage directly the CAL Nature Base Solutions Programme (NBS), provide technical and managerial guidance to the NBS Lead, represent WWF Vietnam in the NBS-OP steering and other meetings.
- Provide leadership and overall direction and coordination for projects and facilitate and support the implementation of these projects, including project approval processes. Promote and set up mechanism information sharing with Government, CSOs and other organizations.
- Work with Program Development Director and Chief Conservation Officer, Practice Leads to develop landscape fundraising strategy, NBS strategy in line with GMPO strategic plan and WWF Vietnam country's priorities, including inputs to new project proposals.
- Identify program/project delivery issues, propose solutions and ensure effective coordination and management of project resources.
- Manage, build and maintain networks and partnerships on biodiversity conservation, natural resource management (terrestrial and marine), food and energy, with relevant government agencies, NGO partners, provincial, district and communal authorities, and local communities and attend meetings and workshops in related fields.
- Responsible as direct line manager of Project Managers, Program Coordinators, Technical Advisors, Project Admin staff, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that staff deliver their performance objectives.

- Work with financial director and staff for program budget preparation for the activities of the landscape in charge, monitoring, and reporting activities; guarantee the financial integrity and accountability of project budgets in the landscape.
- Involve in the recruitment and selection of staff under supervision and consultants when required.
- Work with HR Manager to identify training needs and development opportunities for supervised staff, and provide training when required
- Review and approve technical reports against the approved work plan and budget plan, as per donor requirements and to the WWF GMPO and Government when required.
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote the landscape.
- Coordinate with practice leads and develop information-sharing mechanisms relevant CAL work and organize regular-based meetings/calls.
- Carry out other tasks assigned by Line Manager

#### IV. Profile:

##### **Required Qualifications:**

- Master's degree in natural resources management, environmental or conservation management, bioregional planning, development studies, or in relevant fields
- Qualification in Program Management
- Thorough understanding of socio-economic, conservation and development issues in Vietnam and preferable in the landscape in charge
- 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 landscape
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations
- At least 5 years of experience in leading and managing large programme either in NGOs or the United Nations or bilateral development agencies, 2 years of which should be in the related landscape.
- Proven experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of multi millions USD
- Experience of working in multi-cultural environment and international organisations

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

- Excellent presentation, communication & interpersonal skills;
- Good Leadership and management skills, coaching and capacity building/development skills
- Strategic thinking; excellent problem solving skills and decision making
- Influencing & Networking skills
- Financial management skill
- Proposal Development & Report writing skills
- Fluency in written and spoken English
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.

#### V. Working Relationships:

**Internal: WWF GMP:** Interact on a regular basis with CEO, Practice lead, Financial, HR, M&E and Program Development Director, Project/ Programme Managers, other Landscape Managers, Strategy Managers and Technical Advisors at regional and country levels. Engage with and support WWF-Vietnam staff.

**WWF Network:** Liaise with relevant teams to provide inputs and seek supports as required

**External:** Interact with all relevant stakeholders at the community, commune, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on ad-hoc basis

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.