



## JOB DESCRIPTION

<b>Position title:</b>	Project Manager, Lang Sen, WWF-Vietnam
<b>Directly reports to:</b>	Mekong Delta Landscape Manager, WWF-Vietnam
<b>Supervises:</b>	Project Officer, Consultants when required
<b>Validity:</b>	1 year with potential extension
<b>Location:</b>	Ho Chi Minh Office

### Background

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and in process to establish a presence in Myanmar. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn’t squander the natural riches that so many depend on and that drive the region’s economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at [www.panda.org/greatermekong](http://www.panda.org/greatermekong)

The Mekong Delta (MD) is one of WWF’s priority landscapes in the region. Conservation intervention in the MD began in 2003 in coastal areas. In 2005, WWF launched its first freshwater wetland conservation project in the Mekong Delta at Tram Chim National Park and this has since expanded including Lang Sen Wetland Reserve. This position will manage the project “Avoidance of maladaptation through climate smart agriculture and restoration of Lang Sen wetlands in Vietnam”, building on previous project activities in Lang Sen.

### I. Major Functions

The Project Manager is responsible for the planning, management and implementation of the project and ensures compliance with the Project Document and WWF’s contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the Project as well as management of a small technical team. He/she will oversee the development of management systems, operational procedures and capacity building of key counterparts.

### II. Major Responsibilities

#### A. Action Plan Development and Implementation

- Provide inputs to conservation action plan at country level
- Implement and monitor the activities as defined in the action plan

#### B. Work plan Development and Implementation

- Work with the Conservation Programme Manager, Landscape Manager, Project Technical Advisor, and counterparts to develop annual work plans based on the project document, budget and project work plan;

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- Monitor progress against work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible.

### **C. Overall Management**

- Effectively supervise the management of all project resources;
- Work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities, guaranteeing the financial integrity and accountability of project budgets and ensures it fits with donor guidelines;
- Develop JDs for consultants and work with financial staff on their contract terms and conditions, oversee and monitor the consultants' work ensuring that they fulfil requirements as per their contract;
- Monitor the timely implementation and financial management of sub-contracts to government departments and consultants;
- Monitor conservation activities conducted by selected service providers and partners;
- Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and create synergy and cooperation between projects;
- Meet regularly with Government counterpart, establish and convene regular meetings of the project steering committee;
- Coordinate linkages and work programmes with Government counterparts and seek cooperation with other relevant projects: provincial, national and NGO-supported;
- Promote and set up mechanism for information sharing with Government and other organisations;
- Oversee the development and maintenance of database of all technical reports, presentation, maps, data and information, pictures produced by the project;
- Facilitate donors and VIP visit to project sites and coordinate and organize in-country and international study tours and field visits as necessary;
- Frequently travel to project area;
- Support consultants or counterpart staff in organizing training courses, workshops and seminars;
- Act as trainer, facilitator, interpreter if required;
- Review and provide technical comments to technical studies.

### **D. Partnership Development and Networking**

- Establish relations and keep regular contact with key partners (multi-sectorial, government and non-government) at local, national and regional levels (for implementation and networking/lessons sharing);
- Maintain regular contact and strong communication with the donor;
- Meet regularly with Government counterparts, establish and convene regular meetings of the project steering committee;
- Ensure good and close liaison in collaboration with project network, stakeholders and other WWF projects;
- Develop and maintain effective contacts with a wide range of external contacts with organizations and individuals who can assist in the conservation activities;
- Develop network of project collaborators and agents for implementation, from local sources and provincial/district offices;
- Promote the organization's image in the community by attendance at meetings and workshops in related fields.

### **E. Communications**

- Liaise and introduce activities to the donor and other interested groups, both public and private sector, inside and outside WWF;
- Raise awareness among public sector institutions and regulatory bodies concerning the project and its objectives;
- In collaboration with the Communications Coordinator / Officer, develop press release/conference on results of project and expansion possibilities;

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- Provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and project activities.

**F. People Management and Organization Development**

- Ensure strong communication on project progress and implementation with the Landscape Manager and Conservation Programme Manager;
- Provide supervision and capacity building to the project staff reporting to this position;
- Monitor the work by consultants and project partners as well as local government staff and ensure that project objectives are being met;
- Maintain awareness of staff comments and any complaints to identify areas that may need addressing.

**G. Monitoring and Evaluation, Reporting**

- Responsible for monitoring of project work plan and budget and correct use of the WWF project monitoring indicators system – set up form, collect data & fill in tables;
- Responsible for all technical and financial updates, progress reports and other technical reports following donor requirements, ensuring data and information is accurate and submitted to project partners on time;
- Review and edit reports made by consultants.

This JD covers the main tasks and conveys the spirit of the type of tasks that are anticipated from staff. Other tasks may be assigned as necessary according to organizational needs.

**III. Working Relationships**

**1. Internal**

- **WWF GMPO:** Reports directly to Mekong Delta Landscape Manager. The position is requested to work closely with the Mekong Delta team to ensure that all the objectives related to WWF GMPO Strategic Plan, WWF Vietnam Country Strategy and Mekong Delta Landscape Strategy (2015-2020) will be achieved.
- **WWF Network:** Coordinate and consult with related project focal persons.

**2. External**

- Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders

**IV. Requirements**

**1. Education and Qualification**

- Bachelor degree in conservation, natural resource management, bioregional planning, environmental, or other relevant field; MSc an advantage;
- Qualification in Project Management.

**2. Knowledge**

- Proven understanding of development and conservation context in the Mekong Delta;
- Knowledge of conservation and natural resource management issues in the Mekong Delta;
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in Vietnam;
- Knowledge of M&E methodology, quality assurance;
- Knowledge of WWF structure, priorities and procedures as well as WWF's eco-regional approach to conservation an advantage.

**3. Experience**

- 5 years of practical experience in managing projects, preferably in conservation or related field;
- Experience of managing and mentoring personnel;
- Experience in financial management and reporting;
- Experience in conducting studies and coordinating research activities;

- Experience of working with Government officials, local communities and/or donors at all levels.
- 4. General Skill**
- People management, coaching and capacity building/development;
  - Financial management;
  - Presentation, communications, and negotiation;
  - Networking and Teamwork;
  - Planning, organisation, time management, facilitation, and coordination;
  - Fluency in written and spoken English and Vietnamese.
- 5. Technical Skills**
- One or more of the following: biodiversity conservation, natural resource management, protected area management, wetland restoration, hydrology, climate smart agricultural approaches, climate change;
  - Report writing.
- 6. Abilities**
- Working under pressure, towards tight deadline, and working overtime if required;
  - Willing to visit remote areas;
  - Working independently with minimum supervision using own initiative and staying on task;
  - Travelling extensively, nationally and to a lesser extent internationally
  - Working in a multi-cultural environment.

**V. WWF's Mission and Values**

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**:  
 WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
  - *conserving the world's biological diversity*
  - *ensuring that the use of renewable natural resources is sustainable*
  - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's terms of reference to embody WWF's values, which are Engaging, Optimistic, Determined and Knowledgeable

Prepared by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Mekong Delta Landscape Manager, WWF-Vietnam

Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 HR Manager, WWF-Vietnam

Approved by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Country Director, WWF-Vietnam

Accepted by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff member