



JOB DESCRIPTION

Position title:	Project Officer, Lang Sen, WWF-Vietnam
Directly reports to:	Lang Sen Project Manager
Supervises:	N/A
Validity:	1 year with potential extension
Location:	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

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 Function

The Project Officer will work under the Project Manager to support implementation of the Lang Sen project in the Mekong Delta ensuring compliance with the Project Documents and WWF’s contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the projects.

II. Major Responsibilities

A. Work plan Development and Implementation

- Work with the Project Manager to provide inputs to the development and revision of projects’ annual work plans;
- Monitor the implementation of work plans at project area.

B. Project Implementation

- Provide support to Line Manager in the overall supervision and implementation of project activities at the project site with a focus on community development activities;
- Provide technical support and advice to managers and staff, counterparts and consultants, and respond to requests for information of the project;
- Assist in the design and implementation of project surveys and studies when required and secure participation of community stakeholders in project relevant surveys or studies;
- In cooperation with other project members, organise meetings, workshops, study tours and training courses and facilitate workshops, discussions and consultations with communities and stakeholders under the projects;
- Represent the projects in meetings with Government counterparts and project partners and take minutes of project meetings when required;
- Work with relevant colleagues to collect and compile all available data and information on the status, key threats, and issues related to project and present field data gathered for further analysis and for communications' products;
- Provide Line Manager with information on regulations, decisions and legal decrees relevant to project activities and approaches;
- Monitor issues and trends in related fields, and topics and issues relevant to related project. Keep up-to-date with the work of other organizations and companies working on related issues;
- Frequently travel to existing project area;
- Perform administrative tasks for the project, provide translation and interpretation when required;
- Develop and maintain database of all technical reports, presentation, maps, data and information, pictures produced by the project as well as list of organisations and companies working in related fields, related products, etc.;
- Work with other awareness projects and environmental NGOs in the project areas when required.

C. Partnership Development and Networking

- Establish relations and keep regular contact with key partners (multi-sectorial, government and non-government, communities) at local, national and regional levels (for implementation and networking/lessons sharing);
- 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 organisations 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 organisation's image in the community by attendance at meetings and for a in related fields;

D. Communications

- Work with Communications Officer to develop and maintain related sections on website;
- Provide support to the development of press release/conference on results of project;
- Provide inputs to communications products, materials, and campaigns to ensure accurate information of the project when required;

E. Monitoring and Evaluation, Reporting

- Working closely with Line Manager to coordinate the monitoring of implementation of the project work plan, and ensure that project monthly monitoring report are submitted by project partners as well as coordination between WWF and partners;
- Assist in the preparation of technical and progress reports to monitor all technical, financial and administrative aspects on the utilisation and impact of all resources made available to the project;
- Disseminate the technical report among the public sector institutions and regulatory bodies;
- Review and edit reports made by consultants if required.

This JD 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.

III. Working Relationships

1. Internal

- Work under assigned supervisor(s), and with other relative WWF Vietnam colleagues to fulfil the tasks outlined above. This position will also require working with other colleagues in the Greater Mekong program.

2. External

- To work with relevant external stakeholders when required by supervisors.

IV. Requirements

1. Education and Qualification

- Bachelor degree conservation, environment, community development or in other relevant field.

2. Knowledge

- Knowledge of conservation and natural resource management issues in Vietnam, especially in related fields
- Working knowledge of policy/institutional context in related field
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the project

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- Knowledge of community development issues and community-based conservation in the Mekong Delta;

3. Experience

- 3 years working experience, preferable with conservation or community development, or other relevant areas/sectors;
- Experience working on micro-finance initiatives, climate change projects, climate smart agricultural approaches an advantage.
- Experience of working with Government officials, local communities and/or donors at all levels

4. General Skill

- Communications and negotiation;
- Networking, teamwork and interpersonal;
- Fluency in written and spoken English and local language;
- Proficiency in MS Office.

5. Technical Skill

- Planning, organisation, time management, and coordination;
- Organisational awareness and service orientation;
- Problem solving;
- Report writing.

6. Ability

- 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;
- Working in a multi-cultural environment.

7. Personality

- Detail focus
- Patient
- Sociable

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

