



WWF for a living planet®

JOB DESCRIPTION

Position title:	Senior Technical Officer, Sand Mining project, WWF-Vietnam
Reports to:	National Project Manager, Sand Mining project
Supervises:	consultants as required
Location:	Ho Chi Minh city office, with frequent travel to project sites in the Mekong Delta
Date:	1st November 2019

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.

II. Major Functions

Sand Mining is one of the fundamental conservation challenges facing the Mekong Delta, with a black market in sand leading to unsustainable mining practices destroying river systems, biodiversity and people's homes and livelihoods. Join an exciting new project with WWF-Vietnam working to clean up the sand mining industry through a program of deep research, modelling, government engagement across the 13 Mekong Delta provinces and building partnerships with the corporate sector to improve sand supply chains into the construction industry. This five-year project will take you across the Mekong delta, working alongside the private and public sector to alter the course of destructive sand mining practices, contributing to Vietnam's long-term sustainable development.

The Senior Technical Officer is in charge of the field implementation of activities in relation to the IKI Sand Mining project "*Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry*" that started in July 2019. The position may also contribute to other projects/ programmes in the Mekong Delta Landscape.

III. Major Duties and Responsibilities:

- Work closely with the Project Management Unit (PMU) and other stakeholders for planning, implementation and M&E of the projects/ programme assigned;
- Support the Project Manager/team in overall general coordination, evaluation, management and supervision of project implementation
- Provide technical inputs, support to the planning and implementation of the projects/ programme activities in an objective-oriented manner, including quality assurance;
- Support the day to day management and deployment of the project equipment (ADPC and LIST)
- Provide technical and logistical (including authorizations to travel to field) support to the consultants implementing the project, notably access to data, reports and relevant stakeholders (local authorities, gov technical agencies,)
- Ensure timely preparation of training programmes designed for stakeholder's, with respect to project review cycle;
- Ensure timely preparation and submission of inception report, project annual work plans, progress reports, etc;
- Ensure timely preparation of the ToRs for national and international consultants, follow up implementation and report progress to the project manager/team;
- Provide timely for reports in the project cycle;

- Represent the project during review meetings, and evaluations, upon request from the project manager/team;
- Perform consulting assignments with clients by facilitating workshops, through interactive sessions and assisting in developing the action plan the client will use to manage change;
- Attend training courses, workshops as representative for the project managers when required;
- Assist to and co-work with the supervising Project Managers (and others relevant staff) in planning and monitoring (financial and technical), facilitating the implementation in compliance with donor's and WWF's requirements/ policies and in line with work plans;
- Contribute to the Freshwater as well as Conservation strategies, workplan, program development, and other relevant activities as needed;
- Other tasks assigned by supervisors as appropriate.

IV. Profile

Required Qualifications

- Bachelor degree or preferably Master degree or higher in fields related Natural resources, Water Resources/Sediments Engineering, Hydrology, Geology and Water Resources Management, Civil Engineering.
- Experience in application of ADPC and LISST a plus
- At least 5 years of practical experience in areas related to the above-mentioned areas.
- Proven experiences in planning and implementation of GO and NGO's projects.
- Experiences in working or liaison with GO and NGO bodies (e.g protected area, national park), and working in multi-stakeholders settings.
- Good understanding of the Mekong Delta and issues related to: sediment, hydrology and hydraulics, conservation, climate change, and communication for changes.

Required skills and Competencies

- Can-do attitude and result-oriented communication mind-set
- Organizing/ planning and problem-solving skills
- Good research, presentation, training skills, report writing skills
- Fluency in written and spoken English
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

V. WORKING RELATIONSHIP

1. Internal: work in close collaboration with project staff, finance team of WWF Viet Nam and other regional staff, other GMPO Country Programmes. Engage with and support WWF Viet Nam staff.
2. External: liaise and work with Government agencies, donors, communities, partners, private sectors, consultants and international and local NGOs.

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.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: