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JOB DESCRIPTION

Position title:	Project Manager, Low carbon and Energy, WWF-Vietnam
Reports to:	Conservation Program Manager
Supervises:	Senior Project Officer
Location:	Ha Noi, Vietnam with frequent travels to project sites
Date:	01 June 2014 to 31 May 2015 with possible extension

I. Background:

WWF has been working in Vietnam since 1990 and is a part of the WWF-Greater Mekong programme (GMP), which aims to support the countries of the region in realizing their shared vision of a poverty-free, sustainable, and ecologically-rich Greater Mekong¹.

In 2012, WWF-Vietnam started its first project on low carbon and sustainable energy development, which aims to i) enhance civil society groups' engagement in advocacy for sustainable energy development; and ii) pilot decentralised sustainable energy planning and facilitate application of sustainable energy technologies by small and medium sized enterprises in TT Hue province. This project will run until end of 2014. WWF is now in preparing to expand its low carbon and energy projects in Vietnam and the region and activities, including preparation of a next phase of the low carbon and sustainable energy project for the period 2015 to 2018.

II. Major Functions:

The Project Manager is responsible for development, planning, implementation, and reporting of low carbon and energy related project and activities of the WWF-Vietnam programme and will provide technical support to the WWF-GMP energy activities and programme development.

III. Major Duties and Responsibilities:

- Lead development of new low carbon and energy projects and initiatives in dialogue with the WWF conservation programme manager and relevant departments and projects in WWF.
- Develop work plans for projects in close consultation with team members and partners.
- Provide inputs to the WWF-Greater Mekong strategic plan and the WWF-Vietnam country conservation action plan.
- Provide technical guidance to staff, counterparts, and consultants on all aspects related to low carbon and energy.
- Work with financial staff for budget preparation, guarantee financial integrity and accountability of project budgets.
- Supervise management of financial resources and financial reporting.
- Develop strategic partnerships at local, national, and regional levels with government, corporate sector, and civil society stakeholders.
- Create synergies between the WWF's work and government programmes to create multiplier effects and replication of approaches.
- Develop network of collaborators, organisations and individuals, who can assist implementation of programme activities.
- Coordinate and maintain a good relationship with the WWF global network.

¹ Find out more at www.panda.org/greatermekong.

- Ensure effective representation of WWF in relevant meetings, networks, and partnership dialogues etc. when required;
- Liaise and introduce activities to interested donors, companies, and other interested groups, outside and inside of WWF.
- In collaboration with the Communications Manager and Officer, develop press releases and communications material related to the programme activities.
- Involve in recruitment and selection of staff under supervision the project manager.
- Work with HR Manager to identify training needs and development opportunities for supervised staff.
- Oversee capacity building of supervised staff and key counterparts.
- Develop JDs for consultants and monitor the work of the consultants to make sure that the expected outputs are delivered
- Day to day monitoring of activity implementation to monitor progress against the work plans.
- Ensure timely preparation of project technical and financial reports are prepared following WWF or donor requirements.
- Prepare six-monthly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available to the programme and ensure all WWF and donor reporting requirements are met.
- Oversee the development and maintenance of database of all monitoring and evaluation reports, technical reports, presentation, maps, data and information, pictures produced by the project.
- Act as facilitator and interpreter if required

IV. Profile:

Required Qualifications

- Master's degree in energy, economy, or related fields.
- At least 5 years experience in project management in an international development organisation or similar, of which 2 years should be in related fields.
- In-depth knowledge and understanding of Vietnam's current energy sector development and challenges, and the policy and institutional setting of the country's energy sector.
- With strategy and programme development, including successful fundraising.
- Experience with working and negotiating with Government officials and private sector is an advantage.

Required Skills and Competencies

- Strong research and analytical skills.
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Good people management, coaching and capacity building skills.
- Networking, coordination, and facilitation skills.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

1. **WWF-Vietnam internal:** work under supervision of and reports directly to the Conservation Program Manager. On technical matters related WWF Denmark's Thematic Programme (funded by Danida) s/he will work closely with the GMP Regional Coordinator of the WWF-Denmark Programme and relevant WWF-Vietnam and regional programme staff.
2. **WWF Network:** Liaise and contact with relevant WWF Network teams related to Low carbon & Energy to provide inputs and seek supports when required, and specifically with the WWF-Denmark team responsible for the Thematic programme.
3. **External:** Interacts with government agencies both national and provincial levels, private sector entities, civil society organisations, academic institutions, the media, and donors, etc.

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 Departmental Director: _____

Date: _____

Accepted by Staff member: _____

Date: _____