

## JOB DESCRIPTION

<b>Position title:</b>	Plastic Smart Cities, Area 1, Project Manager, WWF-Vietnam
<b>Reports to:</b>	Plastic Smart Cities Manager, WWF-Vietnam
<b>Supervises:</b>	Project officers, Interns, consultants
<b>Location:</b>	Dong Hoi, Quang Binh, Vietnam
<b>Date:</b>	June 2020

### 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

Vietnam is one of the top five countries globally contributing to ocean plastics. The root causes underpinning the alarming volumes of plastic debris currently entering the Pacific Ocean is directly related to consumption and production patterns in Vietnam, in particular sorting, collection and treatment capacities, as well as attitudes and behaviours concerning waste, recycling and littering.

WWF-Vietnam has been working actively to develop its Plastic program with an aim to contribute to reducing plastic pollution from Vietnamese territory into the ocean, while addressing national level priorities in both the policy sphere and in public awareness and behaviour change.

To lay the foundation for change, a national level consumer research and behaviour change communications campaign will be rolled out around consumer use of single-use plastics. This will be reinforced through media training on plastics issues and an education curriculum targeting schools. Consumer awareness and choice alone however cannot address plastics issues, and as such a pillar of work revising the regulatory framework and supporting development of Extended Producer Responsibility (EPR) will drive the required policy shift for manufacturers to engage in plastic waste reduction. On the ground, the project will advocate the WWF Plastic Smart Cities program and engage local governments in seven cities/districts to develop action plans for plastic waste management within their jurisdictions and provide the technical support to begin implementation, addressing major sources of marine plastics. Work in three Marine Protected Areas (MPAs) to reduce the on-site production of plastic waste and that derived from external land-based sources will address the biodiversity and ecosystem impacts that poor plastic waste management through the entire system creates. The project will build on the results from WWF's initiative in Long An Province in the Mekong Delta where an integrated waste management concept has been developed and implemented and on work in Phu Quoc MPA where waste management, community engagement and public- private sector buy-in for addressing plastic waste in the tourism sector. These successful projects will be upscaled and are intended to deliver showcases for replication in other cities or regions in Vietnam

WWF-Vietnam is looking for a candidate who would be part of our team to drive those changes forward.

### II. Major Functions:

The Plastic Smart Cities, Project Manager Area 1 is the lead and focal point for issues related to Plastic Smart Cities program in the cities Ha Tinh, Quang Binh (Dong Hoi), Thua Hue (A Luoi) ("The Cities"). S/he is responsible for develop and implement Plastic Smart Cities strategy & work plan to ensure the discharge of plastic waste into the environment in The Cities is reduced through strengthening the cities governance, obtaining commitment of the cities leaders to participate in WWF Plastic Smart Cities platform, encouraging private sector, CSO and communities' engagement, school children education.

### III. Major Duties and Responsibilities:

- Support Plastic Smart Cities program design, strategy development and implementation in Vietnam for scaling the Plastic Smart Cities program with the target of The Cities sign up to the WWF Plastic Smart Cities Program, developing plastic waste management action plans for The Cities.
- Strategize approach and lead on coordination in The Cities to ensure success of Cities Pillar goals of WWF Vietnam
- Engage and lead on partnerships with external partners and stakeholders as well as with city leaders in The Cities.

- Ensure the right environment is created to successfully implement action plans within The Cities in Vietnam according to Plastic Smart Cities goals
- Provide support for development, technical implementation and mobilization of financial resources to committed cities for developing and starting implementation of plastic waste management action plans
- Manage sub-grant report for pilot cities including coordinating the financial reports, drafting narrative reports for The Cities.
- Disseminate achievements and lessons learnt from The Cities to WWF network, public and external partners.
- Engagement and strengthening CSOs in The Cities for driving the local plastic smart city program

***Management, Representation, Communication and Networking:***

- Supervise and lead the Plastic Smart Cities, Area 1's staff, providing strategic guidance, relevant training, coaching and capacity building and ensuring they deliver on their performance objectives
- Manage budget for The Cities and staff under direct line management.
- Act as coordinator between Plastic Smart Cities, Area 1's activities and staff, Plastic Smart Cities Manager and other teams of WWF-Vietnam.
- Responsible for networking with relevant stakeholders, interested financial, political, business and academic institutions/parties to support the implementation in The Cities.
- Represent WWF-Vietnam in national and international meetings, conferences and workshops as appropriate

**IV. Profile:**

**Required Qualifications;**

- Minimum bachelor level degree in relevant management or development area
- Experience in managing complex development projects with cities, specifically in Vietnam cities
- Experience in project management
- Experience working in international NGOs or relevant development agencies including managing budgets and funding reports
- Experience of working and negotiating with Government official and/or donors is an advantage
- Experience meeting stakeholders across public and private sectors

**Required Skills and Competencies**

- Leadership and management skills; People management, coaching, mentoring and capacity building/development;
- Strategic thinking; diplomacy and discretion;
- Project and financial management skills
- Problem solving, and management of conflict and risk;
- Influencing, networking, coordination, facilitation skills for both internal and external audiences and partners
- Excellent interpersonal, communication and diplomatic skill with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Excellent presentation, communications, and public speaking;
- Fluency in written and spoken English;
- Demonstrates WWF behaviors 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 Relationships:**

**Internal:** interacts on a regular basis with Plastic program team, Communications team, and other staffs of Vietnam Country Office;

**External:** Works with partners, government agencies at provincial and district levels, private sectors, civil society organizations, academic institutions and the media.

*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.*