

JOB DESCRIPTION

Position title:	Project Manager, Renewable Energy Scenario, WWF-Viet Nam
Reports to:	Climate & Energy Practice Lead, WWF-Viet Nam
Supervises:	Consultants/Interns when required
Location:	Hanoi, Viet Nam with frequent travels to provinces and other countries as required
Date:	June 2020

I. Background:

WWF was one of the first International non-government organizations working in Viet Nam. 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.

In Viet Nam Climate & Energy program, WWF is promoting for a just transition to a climate resilience and low carbon future for people and nature contributing to global cooperation to limit warming to 1.5oC with the following targets: (i) Mitigation: Influence for a reduction of greenhouse gas (GHG) emission of Viet Nam in line with Paris Agreement Mitigation Goal; (ii) Energy: Promote for renewable energy at least 52% of total electricity production in Viet Nam, supported by at least a 30% improvement in energy efficiency; and (iii) Adaptation: Advocate for Viet Nam National Adaptation Plan (NAPs) implemented into WWF priorities landscapes that builds social-ecological resilience to climate risk and impacts.

The project “Multi Actor Partnerships (MAPs) for Implementing National Determined Contributions (NDCs) with 100% Renewable Energy for All in the Global South” under WWF-Viet Nam's Climate and Energy Program aims at introducing and consolidating MAPs with a 100% Renewable Energy target in four countries including Viet Nam. The MAPs will develop narratives on the advantages and possible implementation of 100% Renewable Energy scenarios and use them through multipliers. Therefore, this project identifies these opinion leaders and key stakeholders to drive Renewable Energy deployment and brings them together in a MAP. Together, stakeholders will develop a joint vision of what 100% Renewable Energy means for their country and their region and identify action areas such as electricity, mobility or productive uses of Renewable Energy. This information will be fed into the modelling process for 100% Renewable Energy pathways.

II. Major functions:

The Project Manager, Renewable Energy Scenario, under Climate and Energy Program of WWF-Viet Nam will be responsible for the management of the MAP 100% Renewable Energy Project. S/he will be responsible for the coordination, implementation and monitoring of all activities under this project in alignment with Climate and Energy Strategy as well as support on partnership building and proposal development.

III. Major Duties and Responsibilities:

MAP 100% RE Project development, implementation and management

- Take responsibilities for overall planning, management, implementation and monitoring of activities within the MAP 100% Renewable Energy project in alignment with Climate and Energy Program of WWF-Viet Nam.
- Be responsible for the development and revision of the Project's work plan, prepare six-monthly/end-

year progress reports (TPR) as well as the update of WWF monitoring system (APMS) including monitor and update the project's budget, advise/assist on spending of the budgets and in the revision of project's budget if any.

- Be responsible in building new partnership with target corporates, businesses and other related stakeholders.
- Manage staff under direct line management, providing relevant training, coaching and capacity building and ensuring they deliver on their performance objectives.
- Support in preparation, design and implementation of technical surveys and studies including TOR and bidding procedure if required.

Fundraising

- Support to identify funding opportunities for the Climate and Energy Program from different sources, including within the WWF Network, external PSP donors, corporates, partners, etc
- Support in development and maintenance of relationships with strategic donors relevant to the MAP 100% Renewable Energy project to ensure WWF-Viet Nam priorities represented in donor strategies and funding opportunities maximized;

Representation, Communication, Networking

- Provide support to the development of press release/conference on results of the project and to develop and maintain related sections on the WWF website/news
- Represent Climate and Energy Program in relevant national and international meetings, conferences and workshops as appropriate;

Other

- Undertake other relevant works as assigned by line manager.
- Provide regular updates to the line manager on technical implementation, staffing and funding opportunities and shortfalls.

IV. Profile:

Required Qualifications:

- Qualification related to energy, including knowledge of energy technologies, renewable energy and energy policies; or qualification related to environmental areas.
- Knowledge of sustainable energy, energy planning and energy policies, renewable energy development, and/or energy efficiency initiatives.
- Knowledge and experience of the realities of government agencies, development partners, donor institutions, the NGO, corporates and companies, financial institutions, and stakeholders related to the project's activity areas.
- At least 5 years of practical experience in sustainable energy, sustainable development or other relevant issues.
- Strong experience working with government agencies, development partners, donor institutions, NGOs and local communities in related fields.
- Proven understanding of policy/institutional context in related fields in Viet Nam.
- Familiarity with the project management and fundraising is an asset.

Required skills and competencies

- Communications and dissemination skills;
- Networking and teamwork skills;
- Planning, organization, time management, facilitation and coordinator skills;
- Good project administration and financial management, and organizational skills;
- Fluency in written and spoken English and Vietnamese;

- 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:

- Directly report to WWF-Viet Nam Climate and Energy Practice Lead;
- Regular contact with WWF network including WWF Germany... as key contacts for project planning, implementation, in-country related activities in line with country Climate and Energy program and strategy;
- Work closely with relevant staff of WWF-Viet Nam including communication, corporates and staff working on climate and energy issues;
- Work with finance team on sustainable finance/bankable projects;

External:

- Work closely with GoV counterparts and appropriate government entities, and provincial relevant departments;
- Maintain the relationships and cooperation with the corporate and business partners;
- Liaise with associations such as VITAS, VCCI, VNBA, VASEP etc if appropriate.
- Liaise with other NGOs/organisations for collaboration in implementing project activities;
- Liaise and work with other private sectors, associations when required;

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 organisational needs.