

JOB DESCRIPTION

Position title: Plastic Smart Cities Manager, WWF-Viet Nam
Reports to: Plastic Smart Cities & Marine Protected Areas (MPA) Lead, WWF-Viet Nam
Supervises: Project officers, Interns, consultants
Location: Ha Noi or Hue, Viet Nam
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 Viet Nameese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://Viet.Nam.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

Viet Nam 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 Viet Nam, in particular sorting, collection and treatment capacities, as well as attitudes and behaviours concerning waste, recycling and littering.

WWF-Viet Nam has been working actively to develop its Plastic program with an aim to contribute to reducing plastic pollution from Viet Nameese 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 Pollution Free 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 Viet Nam

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

II. Major Functions:

The Plastic Smart Cities Manager is technical lead for issues related to WWF -Viet Nam Plastic Smart Cities program. 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 PSC targeted cities or districts is reduced through strengthening governance, encouraging private sector engagement, creating a movement of plastic pollution free cities and supporting incubation on plastic waste reduction.
- Member of network plastic committee to coordinate with the Regional Plastic Smart Cities Coordinator to uphold the No Plastic in Nature initiative- Cities Pillar Strategy.

III. Major Duties and Responsibilities:

- Support Plastic Smart Cities program design and strategy development and implementation in Viet Nam for scaling the Plastics Smart Cities program targets of key cities/districts sign up to the WWF Plastic Smart Cities Program, developing plastic waste management action plans.

- Strategize approach and lead on coordination to ensure success of Cities Pillar goals within WWF Viet Nam teams.
- In partnership with governmental partners, mobilize cities' commitment to participate in the WWF Plastic Smart Cities Program
- Engage and lead on partnerships with external partners and stakeholders as well as with city leaders in pilot cities in Viet Nam
- Ensure the right environment is created to successfully implement action plans within pilot cities in Viet Nam 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 projects on Plastic Smart Cities in Viet Nam including coordinating the financial reports, drafting narrative reports
- Disseminate achievements and lessons learnt of the WWF Plastic Smart Cities Program in Viet Nam as well as be responsible for sharing and disseminating lessons learnt from Plastic Smart Cities projects to WWF Global Network and to external partners.
- Strengthen CSOs for driving the local Plastic Smart Cities program
- Guide, train, or facilitate other WWF Viet Nam colleagues on advancing Cities Pillar successes

Management, Representation, Communication and Networking:

- Supervise and lead the Plastic Smart Cities team of 5+ staff, providing strategic guidance, relevant training, coaching and capacity building and ensuring they deliver on their performance objectives
- Manage Smart Cities program budget and staff under direct line management.
- Act as coordinator between Plastic Smart Cities activities and staff, WWF-Viet Nam Plastic Lead, Regional/Global Plastic Smart Cities Coordinators.
- Responsible for networking with relevant stakeholders, interested financial, political, business and academic institutions/parties to support the implementation in project sites as well as to advocate strategy of the Plastic Smart Cities
- Represent WWF-Viet Nam in national and international meetings, conferences and workshops as appropriate

IV. Profile:

Required Qualifications;

- Minimum Master degree or higher degree in fields related to Waste management or Waste treatment technology, Natural resources management, Environmental science, technology or biology
- Experience in managing complex development projects with cities, specifically in Viet Nam cities and understand complex government structure
- Experience in project management in delivering and managing across multiple teams
- 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 at all level 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 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 Relationships:

Internal: interacts on a regular basis with plastic program team, Communications team, and other staffs of Viet Nam Country Office; coordinates and interacts with plastic teams within WWF Network

External: Works with donors and partners, government agencies at national, 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 need

