



WWF-Laos

P.O. Box. 7871
House no. 39, unit 05, Saylom village,
Chanthabouly district, Vientiane, Lao PDR
Tel: +856 21 216 080
Fax: +856 21 251 883

E-mail: wwf-laos@wwf.org.la
Website: www.wwf.org.la

JOB DESCRIPTION

Position title:	Programme Manager – Species, Forest and Freshwater, WWF-Laos
Reports to:	Conservation Director, WWF-Laos
Supervises:	Landscape Managers, Practice Coordinators, Project Managers
Grade (IPE scores):	IPE-54
Location:	Vientiane
Date:	June 2020

I. Background

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane in 2001. Since then, our team has grown to over 50 Lao, international and volunteer staff working on over 10 projects countrywide, with offices in Vientiane, Champassak, Salavan and Sekong provinces. WWF-Laos is part of the WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at <http://www.wwf.org.la/>.

With our 2020-2025 Strategic Plan, we aim to increase our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by ensuring conservation initiatives eventually benefit the livelihoods of local and indigenous people. Our vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, in order to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong region.

II. Major Functions

The Programme Manager – Species, Forest and Freshwater (PM-SFF) is responsible for coordinating the implementation of WWF-Laos' projects under the Wildlife (species), Forest and Freshwater Practices so that they deliver the results that WWF-Laos has committed to in its contractual agreements with project beneficiaries in Laos and to its donors. He/she will work with the Senior Conservation Team to prepare funding proposals so support the implementation of the strategic plan. He/she will also work in direct support of Project Managers and relevant Project Officers with regard to endangered species conservation.

As a member of the Country Management Team (CMT), the CPM shares responsibility for the overall performance of the Country Programme.

III. Major Duties and Responsibilities

- Provide supervision and guidance to Landscape Managers, Practice Coordinators, and Project Managers under direct supervision, so that the programme delivers on conservation strategic objectives (as per the Strategic Plan of the Country Office) and WWF-Laos's various contractual agreements;

- Ensure WWF-Laos projects under the Wildlife (species), Forest and Freshwater Practices act in accordance to policies and procedures to drive improved conservation and operation efficiency and effectiveness;
- Provide technical support to all WWF Laos projects or programmes involving endangered species conservation (including primates, Asian elephants, bears, saola, etc.), including guiding/advising research required to support conservation;
- Prepare project results and information on target species status to be shared with Government counterparts in an efficient and timely manner;
- Coordinate project implementation together with the Programme Manager – Combatting Illegal Wildlife Trade and develop synergies;
- Contribute to project proposals to raise funding for conservation work in Laos;
- Provide input to and review project technical project reports from the conservation programme and project teams;
- Build and maintain networks and partnerships on biodiversity conservation with relevant government agencies, NGO partners, local authorities and local communities;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities;
- Provide operational and technical support to the Country Director and Conservation Director as required.

IV. Profile

Required Qualifications

- Master's degree or PhD in natural resources management, wildlife ecology, conservation biology, conservation management or in relevant fields;
- Qualification in project management, and/or in monitoring and evaluation is preferred;
- Credentials in conducting species conservation research is preferred.

Required Experience and Knowledge

- Proven experience in the fields of biodiversity conservation and/or species-specific research;
- At least 5 years of practical experience in managing programmes or large projects, of which at least 2 should be in Laos;
- Thorough understanding of socio-economic, conservation and development issues in Laos;
- Knowledge of the policy/institutional context related to conservation and Government agencies, development partners, donor institutions, and the not-for-profit sector in Laos.

Required Skills and Competencies

- Very good written and spoken English; Lao language skills is an added advantage;
- Proven capacity to work efficiently with senior Government officials, local authorities and technical agencies, local communities and donor representatives;
- Proven ability to work in a multicultural environment;
- Striving to develop a sense of team with both staff under supervision and managers;
- Proven ability to work under minimum supervision and take initiative while keeping in check all relevant regulations and organization's policies;
- Willing to learn and continue to learn;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Essential WWF behaviour for the position:
 - **STRIVE FOR IMPACT:** "I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact".
 - **LISTEN DEEPLY:** "I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say".

- **COLLABORATE OPENLY:** “I’m a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally”.
- **INNOVATE FEARLESSLY:** “I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same”.

V. Working Relationships:

- **Internal** – WWF Laos and WWF Asia Pacific: Interact on a regular basis with the Conservation Director and Country Director, Landscape Managers, Project Managers, Project Officers and Asia Pacific Technical Advisors. Engage with and support all WWF-Laos staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level of provinces in the WWF landscapes. Interact with donors, central government partners, and NGOs on an ad-hoc basis.

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.