

JOB DESCRIPTION

Position Title:	Deputy Chief of Party (DCOP), WWF-Viet Nam
Direct reports to:	Chief of Party (COP), WWF-USAID program
Technically reports to:	Conservation Director, WWF-Vietnam
Supervises:	Field Implementation team including, Provincial Coordinators, CA Landscape Coordinator and Consultants
Duration:	July 2020 – July 2025
Location:	Hanoi City, Vietnam

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.

The “USAID Biodiversity Conservation” activity is a 5 year program starting from July 2020 to July 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The project targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

II. Major Functions:

Reporting to the project’s Chief of Party (COP), the DCOP shall support the COP in achieving project goals and preparing and submitting project deliverables. (S)he is responsible for the overall strategic and functional management and implementation of the WWF-USAID Project and ensures compliance with the Project Document and WWF’s contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the project.

The DCOP helps oversee performance of Key Personnel (KP) and other field operations staff to ensure that their work, including field activities, meet the highest professional standards for quality and excellence; comply with the project’s contractual requirements, including requirements for activities implemented under the Species Conservation Fund, environmental compliance, and Government of Vietnam requirements. The DCOP is also responsible for liaising with government counterparts.

III. Major Duties and Responsibilities:

The DCOP’s key roles and responsibilities include but are not limited to the following:

- Support the COP in the development and implementation of a clear strategic vision, set of methods, and timetable for project personnel, consultants, subcontractors, and grantees to achieve project objectives;
- Work in close collaboration with Project team, and the WWF country team to prepare and submit deliverables and complete reporting requirements on schedule;
- Work in close collaboration with the Project team and relevant government counterparts to develop work plans, foster a rapid and smooth implementation of work plan activities, including facilitating technical and programmatic preparation and stakeholder consultations;
- Support the COP to ensure that staff members adhere to the work plan to ensure that all targets and deliverables are met in accordance with the scope of work, and within budget;
- Coordinate the design and implementation of activities across all four of the Project’s main Strategic Approaches; and lead integrated activities or those that cut-across the project’s four Strategic Areas;
- Supervise directly relevant consultants, Landscape Provincial Coordinator and Provincial Project Coordinators and work closely with the Central Annamites Project Managers, Wildlife and Forest Practice Leads, Project Strategic Approach (SA) Leads, and project partners and to develop and review workplans prepared for consultants, subcontractors, and grantees to implement project activities;
- Support the grants manager in the supervision, implementation, management of, and reporting on activities implemented through the Species Conservation Fund;

- When required by the COP serve as an alternate point of contact and representative of the project (e.g., as the Acting COP in the COP's absence) with USAID/Vietnam, other donors, implementing partners and stakeholders;
- Support the COP in planning, implementation and supervision of project operational and financial systems, in accordance with USAID regulations and WWF policies and procedures and ESSF compliance;
- Help the COP and other staff to anticipate, identify and address risks, issues and gaps, in a timely and compliant fashion and reports these to the COP, and/or the WWF as needed;
- Support the COP in contributing to and promoting a collaborative and positive work environment

IV. Profile:

Required Qualifications

- At least Master's degree in natural resources management, environmental or conservation management or relevant fields;
- At least 10 years of post-graduate full-time practical experience and proven track record in leading and managing large project/ programmes and leading teams in public-funded projects of similar size and duration (preferably related to conservation and natural resources management);
- Familiar with conservation and natural resource management issues in Vietnam and/ or Greater Mekong Region;
- A demonstrable understanding of biodiversity and management issues related to forests, species and wildlife trade;
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations;
- Knowledge of M&E methodologies, quality assurance;
- Knowledge of Project/Programme Planning and Management; familiar with implementing ESMF;
- Experience of working and negotiating with Government bodies, donors and partner at all levels.

Required Skills and Competencies

- Strong leadership skills
- Strategic thinking and development of strategic plans
- Report writing skills for a variety of audiences
- Proposal development and writing skills for a variety of audiences
- Excellent presentation, communications, public speaking and negotiation skills
- Interpersonal and influencing skills
- English fluency
- 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: Interact on a regular basis with WWF-US project lead. Operational and Grants focal and relevant Strategy Leaders, Technical Advisors, Project Managers in the landscape, Country Director, Conservation Director, Landscape Managers/Practice Coordinator of Country Programmes. Coordinate and consult with related project focal points.

External: Interact with Governments, project donor, local partners, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation.

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.