



**WWF** *for a living planet*

## JOB DESCRIPTION

**Position title:** 01 Senior Technical Project Officer – Hue Television Action (TVA) Project, WWF-Viet Nam

**Reports to:** Hue TVA Plastic Project Director

**Supervises:** Interns, consultants

**Location:** Hue City, Thua Thien Hue province

**Date:** Jan 2021

### 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.

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 behavior change.

Solid waste, especially plastic waste, is a global hot issue that Vietnam is also facing. In recent years, Hue City has made many efforts to mitigate the impact of solid waste and plastic waste. The rate of waste collection of the City is also quite high comparing to other cities. However, in rural areas, by rivers and along the coast, the waste collection rate is lower, that the leakage of plastic waste to the water environment is still an issue, especially in the coming time, the city will be expanded to these areas.

With the support from Norwegian people via WWF-Norway, WWF-Vietnam will implement the 4 years (2021-2024) project: “Hue- Plastic Smart City in the Central Vietnam”. The project goal is by 2030, rivers, wetland areas and coastal areas will be protected from plastic waste pollution via collective efforts of key stakeholders from public-private sectors, social organizations and local communities and Hue city will be member of the Plastic Smart Cities network.

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

### II. Major Functions

The Technical Senior Project Officer is in charge for the implementation of TVA plastic project activities, in Hue city (Thua Thien Hue province) in compliance to donor's and WWF's requirements/ policies, with good quality (as working conditions allows) in a timely manner.

### III. Major Duties and Responsibilities:

- Work closely with the project partners (including Provincial People Committee (PPC), Hue City People Committee (CPC), Department of Natural Resources and Environment, HEPCO, schools, identified businesses, local communities) and other stakeholders for planning, implementation and M&E of the project assigned.
- Support Project Director to develop and update the project operational plan, including cost control and budget compliance
- Work closely with the project partners (including consultants, PPC, CPC, Department of Natural Resources and Environments, HEPCO and other partners for planning, implementation and M&E of the projects assigned.
- Implement all project activities in an objective-oriented manner, including quality assurance.



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- Monitor and supervise the consultants to make sure they will deliver the requirements as project's requirements
- Consult and Co-work with the supervising Project Director (and others relevant staff) in planning and monitoring (financial and technical), facilitating the implementation in compliance with donor's and WWF's requirements/ policies and in line with the planned progress.
- Support Project Director to prepare & submit project reports as required.
- Attend training courses, workshops as representative for the project managers when required
- Contribute to the Plastic Program strategies, work-plan, program development, and other relevant activities as needed
- Other tasks assigned by supervisors as appropriate

#### **IV. Profile**

##### **Required Qualifications**

- Bachelor degree or preferably Master degree or higher degree in fields related to Waste management or Waste treatment technology, Natural resources management, Environmental science, technology or biology
- Proven experiences in planning and implementation of GO and NGO's projects
- Experiences in working or liaison with GO and NGO bodies (e.g protected area, national park), and working in multi-stakeholders settings
- Good understanding of the cities in Vietnam, preferable the project targeted sites, and issues related to: conservation, climate adaptation, water resources management (quantity and quality), environmental protection and communication for changes

##### **Required skills and Competencies**

- Can-do attitude and result-oriented communication mind-set
- Organising / planning and problem-solving skills
- Communication skills on behavior change
- Good research, presentation, training skills, report writing skills
- Fluency in written and spoken English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resource

#### **V. WORKING RELATIONSHIP**

- Internal: work in close collaboration with project staff, Plastic team, finance team of WWF Viet Nam and international colleagues. Engage with and support WWF Viet Nam staff
- External: liaise and work with Government agencies, donors, communities, partners, private sectors, consultants and international and local NGOs

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.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_