

JOB DESCRIPTION

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| Position title: | Project Manager for Aquaculture, WWF-Vietnam |
| Directly reports to: | Mekong Delta Landscape Manager, WWF-Vietnam |
| Supervises: | Project Officers, Consultants when required |
| Validity: | 1 year with extension |
| Location: | Can Tho City Office |

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.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>.

I. Major Functions

The Project Manager is responsible for the planning, management and implementation of the SUPA 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 as well as management of a small technical team. He/she will oversee the development of management systems, operational procedures and capacity building of key counterparts.

Although the position focuses on Pangasius aquaculture, they will also be required to provide technical support and advice to all activities related to aquaculture under WWF Vietnam Programme as necessary, and work within the larger aquaculture team. The position requires frequent travel to project sites.

II. Major Responsibilities

- Work with the Conservation Programme Manager, Landscape Manager, Project Technical Advisor, and counterparts to develop annual work plans based on the project document, budget and project work plan;
- Effectively supervise the management of all project resources and work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities, guaranteeing the financial integrity and accountability of project budgets and ensuring it fits with donor guidelines;
- Responsible for all technical and financial updates, progress reports and other technical reports following donor requirements, ensuring data and information is accurate and submitted to project partners on time;
- Monitor progress against work plan to ensure that the project meets its objectives as cost-effectively and efficiently as possible;
- Provide supervision and capacity building to the project staff reporting to this position;
- Develop JDs for consultants and work with financial staff on their contract terms and conditions, oversee and monitor the consultants' work ensuring that they fulfil requirements as per their contract;
- Monitor conservation activities conducted by selected service providers and partners including timely implementation and financial management of sub-contracts to government departments and consultants, reviewing outputs and ensuring they meet expected standards;
- Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and meet regularly with Government counterparts, establishing and convening regular meetings;

- Ensure strong communication on project progress and implementation with the Landscape Manager and Conservation Programme Manager;
- Maintain regular contact and strong communication with donors, facilitate donor and VIP visits to project site as necessary.

III. Profile

1. Required Qualifications

- At least Bachelor degree in conservation, natural resource management, environment or conservation management, aquaculture, or other relevant field; MSc an advantage;
- Proven understanding of development and conservation issues in the Mekong Delta and understanding of aquaculture sector (one or more of the following: biodiversity conservation, natural resource management, sustainable aquaculture development, ASC certification, supply chains, land use planning);
- Knowledge of the policy/institutional context related to aquaculture and conservation and the government agencies, development partners, donor institutions, and NGO in the landscape
- 5 years of practical experience in managing and implementing projects, preferably in conservation or related field;
- Experience of working with Government officials, local communities and/or donors at all levels.
- Experience in financial management and reporting; conducting studies and coordinating research activities;
- Knowledge of M&E methodology, quality assurance an advantage.

2. Required Skills and Competencies

- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization
- Good People management, coaching and capacity building/development;
- Networking, coordination, and facilitation skills;
- English & Vietnamese proficiency, strong technical report writing skills (in 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 Resources.

English and Vietnamese

IV. Working Relationships

1. Internal

- **WWF GMPO:** Reports directly to Mekong Delta Landscape Manager. The position is requested to work closely with the Mekong Delta team to ensure that all the objectives related to WWF GMPO Strategic Plan, WWF Vietnam Country Strategy and Mekong Delta Landscape Strategy (2015-2020) will be achieved.
- **WWF Network:** Coordinate and consult with related project focal persons.

2. External

- Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders

This JD covers the main tasks and conveys the spirit of the type of tasks that are anticipated from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____

Date: _____

Accepted by Country Director: _____

Date: _____
