

JOB DESCRIPTION

Position title:	Project Manager, Silviculture
Reports to:	Landscape Manager, Central Annamites
Supervises:	Project team under Restoration component, CarBi project in Quang Nam and TT-Hue and Consultants when required
Location:	Quangnam, Vietnam with frequent travels to TT-Hue and other provinces as required
Date:	September 2015

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/>

II. Major Functions:

The Project Manager, Silviculture is responsible to facilitate participatory and consultative processes through which stakeholders develop, agree and adopt participatory management plans within a natural resource management mosaic for a biodiversity Corridor. S/he will assist with training provision, participatory workshops and meetings with individual stakeholders and other activities to ensure that all stakeholders are actively engaged in the Project, and that the Project is responsive to stakeholder concerns and issues. S/he will also conduct socio economic assessments.

III. Major Duties and 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; Monitor progress against activity work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible.
- To assist the Hue and Quang Nam provincial authorities to elaborate the implementation plan for the forest establishment component in the project;
- To assist implementing organization and local villagers to prepare for forest establishment in the project, including: implementation of site matching, preparation of seedlings for plantation and preparation of sites for afforestation; Guiding and training local farmers in afforestation and natural regeneration and natural forest (in the community forests) treatment and management technique; Assistance in afforestation/reforestation activities, in particular with regard to the techniques applied in the field; To assist in organizing workshops and when appropriate for targeted groups; Supervision and checking the implementation by local farmers in the field; Advice to forest farmer groups and local forest management organizations to carry out sustainable forest management; To work with other project staff to assess forest silviculture levels and attitudes within the project area; To assist in field activities related to protection, management and restoration of forested areas within the biodiversity Corridor;
- 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.
- To perform other relevant tasks as required by Line Manager and technical supervisor

IV. Profile:

Required Qualifications

- Bachelor's degree in forestry, silviculture and sustainable forest management or in relevant fields
- Qualification in Project Management
- Knowledge of conservation and natural resource management issues in Vietnam
- Proven understanding of issues in related fields and working knowledge of policy/institutional context in related field in Vietnam
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the project
- Knowledge of M&E methodology, quality assurance
- 5 years of practical experience in managing project in either NGOs or the United Nations or bilateral development agencies, 3 years of which working with forest silviculture activities and forest management
- Experience of working in multi-cultural environment and working with key regional and international institutions e.g. ADB, ASEAN, and the Mekong River Commission
- Experience of working with Government officials, local communities and/or donors at all levels
- Experience of forest establishment such as: afforestation and natural forest regeneration (similar to the approach applied in the KfW projects will be advantage);
- Experienced in community forest management

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.

V. Working Relationships:

1. Internal: Line management by the Landscape Manager, WWF Vietnam; technical management by and close working relationship with the Coordinator, GMP; day-to-day working relationship the project field teams.

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

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: _____

Approved by Country Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____