

JOB DESCRIPTION

Position title: Project Officer, WWF-Vietnam
Reports to: Project Manager
Technical reports to: Finance, Admin and PM
Supervises: Local consultants as required
Location: Based in Can Tho Office frequent travel to project areas
Date: January, 2016

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 Officer will provide support to the Project Manager in the corporate partnership, planning, finance management, implementation, monitoring and reporting of project activities to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the project management, partners and other relevant stakeholders in the project sites

III. Major Duties and Responsibilities:

- Provide finance and administrative support to Can Tho Office, including translation and interpretation when required
- Monitor and update project budget, finance and administrative support and advise Aquaculture Coordinator on spending of the budgets and revision of project quarter and annual budgets.
- Provide inputs to the development and revision of project annual work plan
- Monitor with the assistance of the Aquaculture Coordinator on the monitoring of project expenditure and contracts with project partners and counterparts, as well as in the overall supervision and implementation of project activities at the project sites
- Facilitate the contact with SMEs, local governments and farmers for project implementation. Meet regularly with SMEs, local Government counterparts, establish and convene regular meetings of the project steering committee
- Provide technical support and advice to managers and staff, counterparts and consultants, and respond to requests for information of the project
- Assist in the development and implementation of the project's outreach and conservation awareness components
- Assist in the design and implementation of project surveys and studies when required and secure participation of stakeholders in project relevant surveys or studies
- Work with relevant colleagues to collect and compile all available data and information on the status, key threats, and issues related to project and present field data gathered for further analysis and for communications' products
- Establish relations and keep regular contact with key partners (SMEs, multi-sectoral organizations, government and non-government) at local and national levels (for implementation and networking/lessons sharing)
- Ensure good and close liaison in collaboration with project network, stakeholders and other WWF projects

- Other tasks may be assigned as necessary according to organizational needs.

IV. Profile:

Required Qualifications

- Bachelor's degree in Economics, Aquaculture, Environmental economics, natural resource management, social science or in relevant fields
- Additional courses on Accounting, Project Management or degree in a conservation.
- Knowledge of aquaculture, conservation and natural resource management issues in Mekong delta, especially in related fields
- Working knowledge of policy/institutional context in related field in Viet Nam
- 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
- At least 2 years of practical experience as Project Officer, finance officer

Required Skills and Competencies

- Networking & Team work skills
- Good Communications and negotiation skills
- Good planning, organization, time management, facilitation and coordination 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

V. Working Relationships:

1. **Internal:** Work in close collaboration with project staff, finance team of WWF Viet Nam and other regional staff. Engage with and support WWF Viet Nam staff
2. **External:** Liaise and work closely with SMEs, government agencies both national and provincial level, the private sector, donors, academic institutions, other NGOs and as necessary to support delivery of the agreed targets of the project

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: _____

Approval by Country Director: _____

Date: _____

Accepted by Staff member: _____

Date: _____