

JOB DESCRIPTION

Position title:	Project Officer - Freshwater Practice, WWF-Vietnam
Reports to:	Project Managers
Supervises:	N/A
Location:	Ho Chi Minh city office, with frequent travel to project sites in the Mekong Delta and Vu Gia – Thu Bon river basin
Date:	December 2017

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 is in charge of the field implementation of activities und projects/ programs, in the Mekong Delta Landscape and Vu Gia – Thu Bon river basin, that he/ she is assigned to in compliance to donor's and WWF's requirements/ policies, with good quality (as working conditions allows) in a timely manner.

Currently, the Project Officer is assigned to the HSBC project "*Community-based freshwater conservation and management in Vietnam*" that will be started in January 2018; and it is subjected to changes depending on fund availability¹ under the program.

III. Major Duties and Responsibilities:

- Work closely with the PMU and other stakeholder for planning, implementation and M&E of the projects/ program assigned
- Provide technical inputs, support to the planning and implementation of the projects/program activities in an objective-oriented manner, including quality assurance.
- Attend training courses, workshops as representative for the project managers when required
- Assist to and co-work with the supervising Project Managers (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.
- Contribute to the Freshwater Practice 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 environmental science, natural resources management, Water resource management, environmental technology, 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

¹ Particularly, under the FW program, there may be some projects running at the same time

- Good understanding of the Mekong Delta as well as Vu Gia – Thu Bon river basin 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
- 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

1. Internal: work in close collaboration with project staff, finance team of WWF Viet Nam and other regional staff, other GMPO Country Programmes. Engage with and support WWF Viet Nam staff
2. 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: _____