



WWF for a living planet®

JOB DESCRIPTION

Position title: Project Officer, WWF-Viet Nam
Reports to: Plastic Smart Cities (PSC) Manager, WWF-Viet Nam
Supervises: Interns, consultants
Location: Hue, Viet Nam
Date: April 2022

I. Background:

WWF was one of the first International non-government organizations working in Viet Nam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Viet Nameese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://Viet.Nam.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

Viet Nam is one of the top five countries globally contributing to ocean plastics. The root causes underpinning the alarming volumes of plastic debris currently entering the Pacific Ocean is directly related to consumption and production patterns in Viet Nam, in particular sorting, collection and treatment capacities, as well as attitudes and behaviours concerning waste, recycling and littering.

WWF-Viet Nam has been working actively to develop its Plastic Program with an aim to contribute to reducing plastic pollution from Viet Nameese territory into the ocean, while addressing national level priorities in both the policy sphere and in public awareness and behaviour change.

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

II. Major Functions:

The Project Officer is in charge for issues related to Plastic Smart Cities program in the cities Ha Tinh (Ha Tinh), Dong Hoi (Quang Binh), A Luoi (Thua Thien Hue) ("The Cities"). S/he, under the guidance of the Plastic Smart Cities Manager, is responsible for support the development and implementation of Plastic Smart Cities strategy & work plan to ensure the discharge of plastic waste into the environment in The Cities is reduced through strengthening the cities governance, obtaining commitment of the cities leaders to participate in WWF Plastic Smart Cities platform, encouraging private sector, CSO and communities' engagement, school children education.

III. Major Duties and Responsibilities:

- Support Plastic Smart Cities program design, strategy development and implementation in Viet Nam for scaling the Plastic Smart Cities program with the target of The Cities sign up to the WWF Plastic Smart Cities Program, developing plastic waste management action plans for The Cities.
- Engage and proactive on partnerships with external partners and stakeholders as well as with city leaders in The Cities.
- Ensure the right environment is created to successfully implement action plans within The Cities in Viet Nam according to Plastic Smart Cities goals
- Provide support for development, technical implementation and mobilization of financial resources to committed cities for developing and starting implementation of plastic waste management action plans
- Be in charge of project activities planning, logistic preparation, and technical report.
- Take part in the sub-grant report for The Cities including the financial reports, narrative reports.
- Disseminate achievements and lessons learnt from The Cities to WWF network, public and external partners.
- Engagement and strengthening CSOs in The Cities for driving the local Plastic Smart Cities program
- Represent WWF-Viet Nam in national and international meetings, conferences and workshops as appropriate

IV. Profile:

Required Qualifications;

- Minimum bachelor level degree in relevant management or development area
- Experience of working in complex development projects with cities, specifically in Viet Nam cities
- Experience in project implementation
- Experience working in international NGOs or relevant development agencies including managing budgets and funding reports
- Experience of working and negotiating with Government official and/or donors is an advantage
- Experience meeting stakeholders across public and private sectors

Required Skills and Competencies

- Strategic thinking; diplomacy and discretion
- Project and financial implementation skills
- Problem solving, and management of conflict and risk
- Influencing, networking, coordination, facilitation skills for both internal and external audiences and partners
- Good interpersonal, communication and diplomatic skill with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Good presentation, communications, and public speaking;
- Fluency in written and spoken English;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Working Relationships:

Internal: interacts on a regular basis with Plastic program team, Communications team, and other staffs of Viet Nam Country Office;

External: Works with partners, government agencies at provincial and district levels, private sectors, civil society organizations, academic institutions and the media.

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.