



WWF for a living planet®

JOB DESCRIPTION

Position title: Provincial Coordinator / SA2+3 Manager, USAID BCA
Reports to: Deputy Chief of Party, USAID Biodiversity Conservation
Supervises: SA Managers, Project Officers, Admin Officers
Location: Lam Dong
Date: June 2022

I. Background

WWF is 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 Government of Viet Nam on environmental issues and implemented field activities across the country. For more information: <http://vietnam.panda.org/>. WWF recognizes that its employees are an invaluable asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Vietnam is recognized as one of the world's most biodiverse countries. However, decades of illegal logging, wildlife poaching and trade and agricultural expansion, have led to losses of natural forests and wildlife, and several species are on the brink of extinction. To secure the remaining intact forests and wildlife populations in Vietnam, we need new approaches to address those problems in Special-use Forests (SUF) and Protection Forests (PF) - the backbone of Vietnam's protected forest system.

The USAID Biodiversity Conservation Activity (BCA) is a 5-year project, started in 2020, and aims to maintain and increase forest quality, and protect and stabilize wildlife populations in five high conservation value provinces (Quang Binh, Quang Tri, Quang Nam, TT Hue, and Lam Dong), plus Vu Quang and Cuc Phuong National Parks – in total, 21 protected areas are supported. USAID BCA is the single largest ever investment in biodiversity conservation in Vietnam.

II. Major Functions

The Provincial Coordinator (PC), as the focal point of the USAID Biodiversity Conservation activities at the provincial level, coordinates the implementation of all activities in the target areas as agreed in the annual work plan. The PC is the focal point for the Provincial Project Management Unit (PPMU), and manages that working relationship, as well ensuring close collaboration with other implementing partners and stakeholders to achieve the project targets. The PC also functions as the SA2+3 Manager, responsible for implementing SA2+3 activities on Protected Area Management and Law Enforcement.

III. Major Duties and Responsibilities

The Provincial Coordinator is responsible for all aspects below:

- With technical support from the four Strategy Approach (SA) Leads, the PC coordinates the development of annual work planning with the PPMU and partners; facilitates coordination and collaboration among provincial partners for effective and efficient implementation of activities.
- Works with the PPMU and partners to implement activities in the province – including the organization and facilitation of technical meetings, workshops, trainings, and other activities in the field.
- Prepares technical reports/assessments, scopes of work, for work related to strengthening management of SUF and PF and law enforcement against forest and wildlife crimes.
- Provides inputs to SA Leads for quarterly progress report, weekly updates, and other ad hoc reports.
- Assists visits and missions of international and national staff working on project activities and supports their works/travel within the province.
- Monitors and supervises project activities in the province and updates the USAID Biodiversity Conservation office in Hanoi and CPMU for timely action as needed.
- Supports M&E Specialist in gathering necessary M&E data and supporting documents from provincial activities.
- Monitors and reports to provincial authorities and to project management on the progress and challenges of all provincial-level activities.

- Supports PPMU in development of regular updates and progress reports to local authority, CPMU and other designated organizations in the province.
- Works with the team to ensure achieving the project targets.
- Ensure all administration & financial works at the province office are compliant with policies and procedures.
- Carry out other tasks as requested by the line manager and his/her designate.

IV. Profile

Required Qualifications

- Post-graduate in forestry, natural resources management, environmental or conservation management, or in relevant fields.
- More than 5-year working experience in the field of conservation or forestry in Viet Nam.
- Qualification in project management/coordination; working experience with USAID-funded and WWF projects is an asset.
- Experience in PA management, species conservation and law enforcement against forest and wildlife crimes.
- Thorough understanding of socio-economic, conservation and development issues in Vietnam and in the project provinces.
- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector in the region.
- Experience of development partnerships with partners, both with governmental and international relations.
- Experience of working in multi-cultural environment and with international organizations.

Required Skills and Competencies

- Excellent presentation, communication & interpersonal skills.
- Strong leadership, team management, coaching and capacity building skills.
- Good quality assurance and adaptive management skills.
- Strategic thinking; excellent problem-solving skills and decision making.
- Influencing & networking skills.
- Proposal development & report writing skills.
- Fluency in written and spoken English.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal: Interact regularly with Central Coordinator, DCOP and closely collaborate with project staff, particularly provincial coordinators. Engage with and support WWF-Vietnam staff.

External: Interact with all stakeholders at the community, commune, district, and provincial level in the central level. Interact with donors, central government partners, other relevant projects and NGOs on an ad-hoc basis as and when required.

This job description covers the main tasks and conveys the spirit of the tasks anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.