**WWF-GEF Project**  
*Integrated Landscape Management to Secure Nepal’s Protected Areas and Critical Corridors*  

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Front Office Associate (Program Operation Support)-Integrated Landscape Management</td>
<td>Project Manager – Integrated Landscape Management</td>
</tr>
</tbody>
</table>

**I. Major Function:**  
The WWF-GEF project, *Integrated Landscape Management to Secure Nepal’s Protected Areas and Critical Corridors Project* is executed by the Ministry of Forests and Environment (MOFE), Government of Nepal. The project’s geographic scope is the Terai Arc Landscape (TAL), Nepal. The project seeks to achieve the following objective: to promote integrated landscape management to conserve globally significant forests and wildlife. Over the five year project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) National capacity and enabling environment for cross-sectoral coordination to promote forest and landscape conservation; 2) Integrated planning for protected area buffer zones and critical corridors in the TAL; 3) Forest and human-wildlife conflict management for improved conservation of targeted protected area buffer zones and corridors in the TAL; and 4) Knowledge management and monitoring and evaluation. Ultimately, the project will result in the reduction of the threats impacting the corridors and protected areas in the TAL, benefitting the ecological integrity of these largely forested areas, the globally significant wildlife populations that they support, and the resilience of forest dwelling communities. The improved conservation and sustainable management of forest resources will result in habitat connectivity, increased carbon storage and sequestration and restoration of degraded habitats and continued delivery of ecosystem services that support local populations.

Under the direct supervision of the Project Manager, the Front Office Associate will perform program operation support functions including administrative services at the front desk in the Project Management Unit.

**II. Major Duties and Responsibilities:**

1. **Activity detail planning and implementation**
   - Responsible for detailed planning of project activities for implementation through Project Management Unit.
   - Regular visits to project implementation sites to provide technical backstopping as and when needed.
   - Provide inputs in Annual Work Plan and budget preparation.
   - Provide support to sub-grantees/consultancies/service provider during activities implementation.

2. **Project Level Leveraging**
   - Coordinate with the field project office in documenting activity reports and periodic technical reports
   - Support program team and finance team in facilitating processes for co-financing report preparation in coordination with project stakeholders.
3. Coordination with stakeholders and service providers
   - Support Project Manager to coordinate with project stakeholders in activity implementation process.
   - Appropriate sharing of program activities, work plan schedules and project progress with the project partners and stakeholders for better understanding and collaboration.

4. Services procurement support
   - Assist Project Management Unit in services procurement process.
   - Update standing list, manage required information and documents in order.
   - Ensure effective communication related to procurement and contracts in coordination with Program team and Finance team.

5. Arrangement of workshops, seminars, meetings
   - Coordinate and arrange workshops and seminars as required. Support in logistics arrangements for workshops and seminars.
   - Act as the focal person for all workshops, seminars, and conferences. Checks the related bills and passes them to Accounts in coordination with the Finance and Administration department.
   - Communicate with the respective budget holder/responsible persons regarding the exact requirements and act accordingly.

6. Front office Handling
   - Manage and maintain the front office efficiently.
   - Assist in Correspondence Management and Record Management.

7. Secretarial Support to PMU & Rapporteur in meetings
   - Organize, attend, and take minutes of PMU/Staff meetings. Circulate, compile records, and follow up on action points. Also acts as rapporteur in meetings/seminars whenever required.
   - Organize and maintain the calendar of the PMU Members. Coordinate with internal and external individuals to optimize time and to facilitate the exchange of information. With attention to details, appropriately schedule appointments, coordinating with various units.

8. Other Duties
   - This job description covers the main tasks and conveys the spirit of the tasks that are anticipated proactively. Other tasks may be assigned by the supervisor as necessary according to the project needs.

III. Supervisory Responsibility:

   Messengers, interns, if any.

IV. Working Relationships:

   Internal – Interacts daily with local staff and the supervisor.
   External - Interacts frequently with non-staff individuals, visitors, and any outside callers.

V. Minimum Work Requirements:
Knowledge: A Bachelor’s degree in Forestry, Natural Resource Management, or related field.

Experience: Minimum 2 years of relevant working experience in similar kind of project or similar sized organization.

Skills and Abilities:
- The position requires familiarity with local dialects.
- The ideal candidate should be a good team player, possess a pleasant disposition, be efficient, honest, and reliable and should be able to work well under pressure.
- The candidate should be trained in IT techniques.
- Secretarial training will be an added advantage.
- Identifies and aligns with WWF’s core values: Courage, Integrity, Respect, and Collaboration:
  ▪ Demonstrates courage by speaking up even when it is difficult, or unpopular.
  ▪ Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
  ▪ Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
  ▪ Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individuals.

Accepted by Employee: 

Supervisor: 

Approved by Country Rep: 