

JOB DESCRIPTION

Position title: Forest Program Officer, WWF-Greater Mekong
Reports to: Regional Forest Programme Manager, WWF-Greater Mekong
Supervises: N/A
Location: Vientian, Laos
Date: May, 2021.

I. Background:

We –WWF offices in Cambodia, Fiji, Lao PDR, Mongolia, Myanmar, Papua New Guinea, Solomon Islands, Thailand and Viet Nam as well as the AP Regional Office – constitute the offices managed by WWF International in the Asia Pacific Region.

Our mission is to conserve the natural richness of the Asia Pacific Region with all its diversity, and build a future in which nature and people thrive.

Our work contributes to WWF's Global Goals to protect and restore nature for the benefit of people and planet;

- Zero loss of natural habitats, maintain existing ecosystems, conserve, use sustainably, restore and ensure climate resilience.
- Zero extinction and stable or increasing populations of species.
- Halve footprint of consumption and production and halve greenhouse gas emissions.

We seek to address direct threats to nature as well as underlying drivers and root causes. We believe in collaboration and seek consensus among interests and stakeholders, always in accordance with our mission.

As a diverse region, we celebrate and respect diversity in nature and among the people, partners and communities with whom we work and join forces to be a united and strong voice for nature. Find out more at www.panda.org/greatermekong.

II. Major Functions:

The Program Officer provides technical, operational and communication support to the Regional Forest Program Manager (RFPM) under scope of WWF – IKEA partnership project in 4 countries of Thailand, Viet Nam, Laos and Cambodia as well as Greater Mekong Forest Program.

With regards to technical part, she/he will support the implementation of conservation intelligence work (forest trend, deforestation and forest degradation, land use and management, supply chain risk assessment etc.).

With regards operational and communication part, she/he will collect data and process into info graphic and develop project snapshot progress reports as well as prepare short case studies and stories for communication. She/he also plays a role to maintain and upload project results onto the project webpage/SharePoint; help RFPM with effective communication with donors & partners as well as provide logistics support when regional training and meetings/workshops organized.

III. Major Duties and Responsibilities:

- Support implementation of forest conservation intelligence work.
- Maintain relations with key external stakeholders active in forest monitoring in the Greater Mekong region.
- Set-up and maintain project monitoring database and be able to process and present progress into info graphic (work with GMP M&E).
- Maintain database for Forest Sector Transformation, webpages related data.
- Support RFPM in coordination with country project managers to update important events onto the webpages.
- Be responsible to update the project webpage on monthly basis (upload new reports, news, photos, movies, etc.)
- Be responsible to ensure that documents, reports etc. are online stored for better accessed by our partners and donors.

- Support RPM to set-up regular calls with Mekong country team, forest hub team and take minutes with action points. As well as follow-up with countries on the key action points agreed upon.
- Support RFPM in developing project snapshot progress reports and best practices for communication in collaboration with country communication team.
- English proof reading from Laos, Cambodia, Thailand and Viet Nam with English language writing, editing and proofing.
- When required, participate to meetings (physical or virtual) among donors, partners and WWF/RFPM and prepare meeting minutes.
- Support RFPM in the production of technical and other relevant reports such as exchange country knowledge, etc. Make sure we capture the direct and indirect impact of the projects.
- Be responsible for logistic organisation of regional workshops, meetings and trainings and assist organisation of travel for RFPM.
- Other task assigned by RFPM upon discussion and mutual agreement.

IV. Profile:

Required Qualifications

- Bachelor's degree on Forest and/or Natural Resources Management,
- At least 3 years working with NGO as project or program support either with community engagement and development or monitoring & evaluation (M&E) or communication.
- At least 2 years' experience with NGO in working on the development of communication materials.
- Experience with editing case studies and best practices.
- Having worked in Greater Mekong countries is advantaged.
- Having experience with web maintenance

Required Skills and Competencies

- Excellent spoken & written English.
- Good skill in using office software (excel, PPT & Info graphic etc.)
- GIS & communication skills are advantaged.
- Be able to work with multiple demands.
- Experience of working in a multicultural environment.
- Excellent interpersonal skills.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, and Respect & Integrity.
- Demonstrates WWF behaviours in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand values, which are: Knowledgeable, Optimistic, Determined and Engaging;

V. Working Relationships:

Internal: Working in close collaboration with country and regional forest hub colleagues.

External: Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, enterprises, communities, and other stakeholders.

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.