JOB DESCRIPTION

Position title: Project Officer, WWF-Vietnam
Reports to: Project Manager, WWF-Vietnam
Supervises: Intern, consultant and third party when required
Location: Ha Noi
Date: Oct 2020

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/

Climate change is considered as the defining issue of our time which have devastating social and economic impacts on every country, especially developing countries like Viet Nam. Being aware of all challenges and risks of these impacts and neccesity of climate actions, the Climate and Energy Program of WWF-Viet Nam have been promoting for a just transition to a climate resilience and low carbon future for people and nature contributing to global cooperation to limit warming to 1.5°C via various projects and platforms.

Under the WWF DK – DANIDA Strategic Partnership Agreement, the DANIDA project has been implemented interventions in the Mekong Delta to promote better policy for sustaibale energy and sustainable production and consumption by engaging the private sector. Besides, the project also provide continuous support to different platforms with various stakeholders from international and local NGOs, CSOs to enterprises working to tackle the climate change related issues and/or accelerate renewable energy including the Vietnam Sustainable Energy Alliance (VSEA), the Climate Change Working Group (CCWG) and the Vietnam Coalition for Climate Actions (VCCA).

WWF-Viet Nam is the co-founder of VCCA – a network of domestic multi-sectors including enterprises, non-governmental and non-profit organizations, financial institutions, consumers, research institutions and associations who are working in renewable energy, green development and climate change response in Viet Nam, particularly in the context of Government of Vietnam cooperating with 196 Parties in Paris Agreement since 2015 to respond to climate change.

We are now looking for a committed, result-driven candidate for the position Project Officer to support the DANIDA project and VCCA.

II. Major Functions:

The Project Officer will provide support to the Project Manager in the planning, management, implementation, monitoring and reporting of projects’ activities to ensure compliance with the Project Document and WWF’s contractual obligations and ensure close collaboration between the projects and program’s management, partners and other relevant stakeholders.

III. Major Duties and Responsibilities:
• Work closely with Project manager in project planning and implementation of activities in an objective-oriented manner, including quality assurance;
• Build and strengthen new/existing partnership in order to achieve the project goals and outputs;
• Support in monitoring project activities, supervise consultancy contracts and other grantees under project;
• Provide administration support and finance monitoring to ensure effective management for the assigned projects;
• Support Project manager on coordinating and to ensure a good sharing and learning among Vietnam Coalition for Climate Action (VCCA) on climate change initiatives and knowledge on climate change;
• Attend and present in assigned training courses, workshops as representative from project when required;
• Provide support to other staff related projects in the energy and climate program when required;
• Contribute to the climate & energy strategies, work-plan, program development, and other relevant activities as needed;
• Support in proposal development for fund raising as well as identify funding opportunities;
• Other tasks assigned by supervisors as appropriate.

IV. Profile:

Required Qualifications
• Bachelor degree or preferably Master degree or higher in fields related to environmental engineering, environment, sustainable development, natural resources management, sustainable energy and the like;

Required Skills and Competencies
• Proven experiences in planning and implementation of GO and/or NGO’s projects;
• Practical experience as Project Officer in related fields;
• Experience of working in multi-cultural environment and/or international organizations;
• Experience of working with CSOs, SMEs, Government officials, local communities and/or donors at all levels
• Experience in network coordination is a plus;
• Demonstrates subject matter knowledge related to climate change, energy issues, and related policies in Viet Nam;
• Knowledge of M&E methodology, quality assurance;
• A can-do attitude and result-oriented communication mindset;
• Exceptional organizing/planning and problem-solving skills;
• Good presentation, training skills, report-writing skills;
• Demonstrates excellence in verbal and written communication in both English and Vietnamese.
• 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: work in close collaboration with program staff, finance team of WWF-Vietnam and international colleagues. Engage with and support WWF-Vietnam staff.

External: liaise and work with Government agencies, partners, private sectors, consultants and related 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.

Prepared by Supervisor: Date:

Accepted by Staff member: Date: