JOB DESCRIPTION

Position title: Project Officer, WWF-Vietnam
Reports to: Project Manager, WWF-Viet Nam
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/

Viet Nam's economy remains highly natural resource reliant and energy intensive, and is facing complex challenges including environmental degradation, inequality and vulnerability to climate change. While Viet Nam is highly vulnerable to climate change, ranking sixth in the Global Climate Risk Index\(^1\), it has had the fastest growing greenhouse gas emissions level in the Greater Mekong Region. Despite commitments to reduce GHG emissions, current commitments for the energy sector are relatively low. While most households have access to electricity and other energy sources, deployment of renewable energy (not including hydro-power) remains limited compared with potential.

Given the challenges faced and significant potential, the Climate and Energy Program of WWF-Viet Nam has 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. In order to achieve this goal, we have been developing and implementing various projects on sustainable energy and low-carbon development with the Central Annamite as the priority area. Part of our work in this sector include establishing and maintaining relations and networks and working with key stakeholders from both public and private sectors as well as doing advocacy work to governmental bodies, local authorities, and communities to promote sustainable energy including energy efficiency and applying renewable energy.

We are looking for a Project Officer to work directly with the Climate and Energy Program Team. If you always want to be a part of the world’s leading conservation organization and work with passionate and diverse people to help engaging stakeholders to contribute to bending the curve on biodiversity decline by supporting piloting scientific studies, organizing and facilitating national consultations at the sectoral level, this position is for you!

\(^{1}\) Global Climate Risk Index 2019
II. Major Functions:

The Project Officer will provide administrative support to the Project Manager in the planning and implementation 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:

- Provide support to Project Manager to work with relevant functions to arrange logistics for events and meetings of the project to ensure that they are properly organized and conducted;
- Provide support to Project Manager to develop action plans, activity fund planning under the guidance of project technical staff;
- Assist Project Manager to monitor activities conducted by counterparts;
- Responsible for working with the procurement unit for the purchase of project equipment and assets upon approval by Project Manager to ensure the purchasing policies and procedures are strictly followed. Work with FA Function to conduct inventory of project assets, if any;
- Assisting the receiving and general screen the relevant invoices, receipts, supporting documents of in charged project activities to ensure accurateness and compliance with current requirements;
- Assisting Project Managers to implement project activities, perform contract management, ensure support counterpart and the team in closing relevant in charged action plans and/or contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension;
- Supporting project teams with the annual internal and external finance and accounting audits when required;
- Assisting the purchase of project supplies, project equipment, and assets, and ensure the purchasing policies and procedures are strictly followed;
- Supporting; booking vehicles and accommodation and other logistics, etc for project staff if required;
- Performing translation and interpretation tasks when required;
- Providing support to other staff related projects in the energy and climate program when required;
- Contributing to the climate & energy strategies, work-plan, program development, and other relevant activities as needed
- Performing any other additional duties and activities upon instruction.

IV. Profile:

Required Qualifications

- Bachelor degree in related fields related to business administration, sustainable development, social science and the like;
• Knowledge/working experience on renewable energy and climate change is advantage

**Required Skills and Competencies**

• Excellent knowledge of MS Office and office management systems;
• Proven experience as an office administrator, procurement assistant/officer or other related relevant roles;
• Familiarity with office management procedures and basic accounting principles.
• Experience working in office administration, logistics and procurement;
• Outstanding communication and interpersonal abilities;
• Excellent organizational skills, trustworthy, attention to details & high sense of confidentiality;
• Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions;
• Demonstrate a high level of integrity;
• Adherence to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging;
• Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources.

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: