



## JOB DESCRIPTION

<b>Position Title:</b>	<b>Plastic Smart Cities, Technical Coordinator</b>
<b>Direct reports to:</b>	<b>Plastic Smart Cities Manager, WWF-Viet Nam</b>
<b>Location:</b>	<b>Hanoi, Hue (or Ha Tinh, Dong Hoi), Vietnam</b>

### 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. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important 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 one of the top five countries globally contributing to ocean plastics. The root causes underpinning the alarming volumes of plastic debris currently entering the Pacific Ocean is directly related to consumption and production patterns in Vietnam, in particular sorting, collection and treatment capacities, as well as attitudes and behaviors concerning waste, recycling and littering.

WWF-Vietnam has been working actively to develop its Plastic program with an aim to contribute to reducing plastic pollution from Vietnamese territory into the ocean, while addressing national level priorities in both the policy sphere and in public awareness and behaviour change.

Plastic Smart Cities is an initiative of WWF network global-wide which aim to support cities preventing plastic waste leakage to nature through strengthening governance, encouraging private sector engagement, creating a movement of plastic pollution free cities, promote waste separation and treatment, support plastic incubations, ...

WWF-Vietnam is looking for a candidate who would be part of our team to drive those changes forward.

### II. Major Functions:

The Plastic Smart Cities Technical Coordinator will support the Plastic Smart Cities Manager in all technical issues related to WWF-Viet Nam Plastic Smart Cities program, including but not limited to develop and implement Plastic Smart Cities strategy & work plan, identify issues and solutions to ensure the discharge of plastic waste into the environment in PSC targeted cities or districts is reduced over the project lifetime.

### III. Major Duties and Responsibilities:

- Support PSC Manager in development and implementation the strategy for scaling the Plastic Smart Cities program targets of key cities/districts sign up to the WWF Plastic Smart Cities Program, developing plastic waste management action plans.
- Identify, guide and monitor the technical proposals and researches relating to the Cities component of the Plastic program.
- Engage with partners and stakeholders in pilot cities to ensure the technical quality of the project activities
- Ensure the right environment is created to successfully implement action plans within The Cities in Viet Nam according to Plastic Smart Cities goals
- Provide support for development, technical implementation and mobilization of financial resources to committed cities for developing and starting implementation of plastic waste management action plans
- Take part in the sub-grant report for The Cities including the financial reports, narrative reports.



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- Disseminate achievements and lessons learnt from The Cities to WWF network, public and external partners.
- Engage and strengthen CSOs in The Cities for driving the local Plastic Smart Cities program
- Guide, train, or facilitate other WWF Viet Nam colleagues on advancing Cities Pillar successes
- Be responsible for networking with relevant stakeholders, interested financial, political, business and academic institutions/parties to support the implementation in The Cities.
- Represent WWF-Viet Nam in national and international meetings, conferences and workshops as appropriate

#### **IV. Profile:**

##### **Required Qualifications;**

- Minimum Masters level degree in relevant area of expertise with over 5+ years of experience
- Experience in complex development projects with cities, specifically in Viet Nam cities and understand complex government structure
- Experience working in international NGOs or relevant development agencies including managing budgets and funding reports
- Experience of working and negotiating with Government official and/or donors at all level is an advantage
- Experience meeting stakeholders across public and private sectors

##### **Required Skills and Competencies**

- Strategic thinking; diplomacy and discretion;
- Problem solving, and management of conflict and risk;
- Influencing, networking, coordination, facilitation skills for both internal and external audiences and partners
- Excellent interpersonal, communication and diplomatic skill with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Excellent presentation, communications, and public speaking;
- Fluency in written and spoken English;
- 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:** interacts on a regular basis with plastic program team, Communications team, and other staffs of Viet Nam Country Office; coordinates and interacts with plastic teams within WWF Network

**External:** Works with donors and partners, government agencies at national, provincial and district levels, private sectors, civil society organizations, academic institutions and the media.

*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 need.*