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## JOB DESCRIPTION

**Position title:** Senior Conservation Impact Officer, WWF-Vietnam  
**Reports to:** M&E, OD and Organizational Impact Lead, WWF-Vietnam.  
**Location:** Hanoi or Thua Thien Hue, Vietnam  
**Date:** February 2021

### 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.

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 behavior change.

Solid waste, especially plastic waste, is a global hot issue that Vietnam is also facing. In recent years, Hue City has made many efforts to mitigate the impact of solid waste and plastic waste. The rate of waste collection of the City is also quite high comparing to other cities. However, in rural areas, by rivers and along the coast, the waste collection rate is lower, that the leakage of plastic waste to the water environment is still an issue, especially in the coming time, the city will be expanded to these areas.

With the support from Norwegian people via WWF-Norway, WWF-Vietnam will implement the 4 years (2021- 2024) project: "Hue- Plastic Smart City in the Central Vietnam". The project goal is by 2030, rivers, wetland areas and coastal areas will be protected from plastic waste pollution via collective efforts of key stakeholders from public-private sectors, social organizations and local communities and Hue city will be member of the Plastic Smart Cities network.

In addition, WWF- Vietnam has been working on number of projects and programs addressing footprint impacts of human activities on the natural systems such as green house gases emission from high carbon development activities, unsustainable energy and water uses, pollutions from industries, etc. In these footprint reduction work, WWF Vietnam will also engage with cities and municipal areas to mobilize public and private stakeholders and society in collective actions towards low carbon development and environmental protection.

WWF-Vietnam is looking for a candidate who would be part of our team to conduct M&E tasks in order to support project teams to deliver better conservation impacts.

### II. Major Functions:

Senior Conservation Impact Officer will be responsible of **Monitoring & Evaluation** activities of Plastic TV action fund and other footprint projects, including:

- to operate consistently with the donors' and WWF's Program and Project Management Standards. More specifically, this includes technical advice and support for Plastic TV action fund and other projects, its initiatives and partners to set up proper M&E Plans, to develop knowledge and information management systems for project/program, to integrate project KMS in country office knowledge and information management system, to disseminate and facilitate the use of relevant tools for program/project management (PPMS), and to coordinate with project/program teams to support development of projects' reports in a timely manner according to WWF Vietnam and donors' quality requirements.

- to organize and facilitate tasks related to monitoring, evaluation, learning, and adaptive management of plastic thematic areas
- to facilitate reporting on critical contribution of the Vietnam country office in plastic areas to WWF network's global result framework
- to provide supports and helpdesk services to plastic program staff on M&E tools (such as C2G, project performance tracking, conservation impact monitoring).

### **III. Major Duties and Responsibilities:**

#### **Lead M&E tasks for TV action fund and other footprint projects**

- Develop M&E plan for Plastic TV action fund and other footprint projects
- Ensure that the program/projects' indicators and activity plans are fit into online database for project performance tracking and monitored rigorously with full buy-in of project staff
- Develop necessary templates (sub-database) and/or ensure proper management of sub-databases for monitoring, contributing to knowledge and information management systems and aggregating to (where possible) the conservation impact indicators.
- Build capacity of the project teams to utilize the online reporting platforms and knowledge and information management systems as well as to conduct data analysis on thematic areas and on specific needs for project management and learning
- Together with Project director/managers, Practice leads to coordinate the Project and Practice programme bi-annual TPR
- Coordinate with project team and partners to complete quarterly and 6-monthly project reporting, ensure project performance are updated timely, stored properly, and linked to conservation impact (Programme Office) reporting as and when required
- Support and work with project staff and other projects within program to collect required information for Risk assessment and management, including social and environmental risks;
- Together with the Program Director and Project Manager, to set up necessary procedures to comply with Risk Management protocols and Environmental and Social Safeguards policy.
- Provide data/information on the program/achievements for internal and external communications/PR purposes
- Provide regular feedback through Vietnam Conservation Impact (M&E) team and the project team meetings regarding M&E progress, challenges, lessons learned, and proposed adaptive management
- Other tasks to support Vietnam programme M&E function

#### **Support practice knowledge management and reporting**

- Support the collection of performance reporting against indicators of CEP and Food practices
- Keep track of the programme and practice reporting requirements and updates from network
- Support the Practice Leads in extracting information from online systems to support the reporting and learning process
- Ensure information inputs and documents of projects (under responsible of M&E management) provided to WWF International online system, CPM – Insight, adequately and timely

### **IV. Profile:**

#### **Required Qualifications**

- Bachelor's degree in management, MIS, natural resources management, environmental or conservation management
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of at least 05 years of practical experience in M&E
- Project management experience will be beneficial
- Knowledge and experience on Social Development Goals, social and environmental safeguards will be beneficial
- Proven experience in data management, data analysis, report writing

- Previous experience in supporting the development of log frame, M&E plan
- Strong in training, rolling out ICT based tools in M&E

### **Required Skills and Competencies**

- Ability to work within a multi-cultural international team
- Good presentation, communication & interpersonal skills
- Report writing skills
- Data management and Data analysis
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- 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:** close working relationship with the Line Manager; day-to-day working relationship with the project field teams.

**External:** Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, 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 organisational needs.*