



WWF *for a living planet*[®]

JOB DESCRIPTION

Position title:	Conservation Program Director, WWF-Cambodia
Directly reports to:	Country Director, WWF-Cambodia
Technically reports to:	Conservation Impact Director, Asia Pacific WWF-International
Supervises:	Heads of Landscape Programs, Programs/Projects Managers, GIS and Data Management Senior Officer, Multi Actor Partner Rubber Supply Chain Expert, Policy Coordinator.
Technically supervises:	N/A
Validity:	Two Year (with Extension) - immediately
Location:	Phnom Penh, Cambodia

Background

WWF-Cambodia is part of WWF Asia Pacific Region managed by WWF International and has been working in Cambodia since 1990s to conserve the country's biodiversity and build a secure and sustainable future for people and wildlife. WWF works with government, industry and civil society partners to ensure that Cambodia's forests, rivers and wildlife are protected and conserved for all. We aim to support the country in realizing their shared vision of a poverty-free and ecologically-rich.

I. Major Function

The Conservation Program Director (CPD) is responsible for the implementation of the Cambodia Conservation Plan/Annual Action Plan and Monitoring Systems (APMS) which is aligned to the Cambodia Program Strategic Plan (2021-2025) and Asia Pacific regional strategy and initiatives. He/she ensures the delivery of the activities of the conservation strategy at a country office level. He/she manages the landscape projects through Heads of Landscape Programs and other project managers, and works with support from Asia Pacific Regional Leads to ensure alignment. He/she will also secure resources for conservation programs to ensure resource prioritisation, allocation and work plan coherence across the WWF-Cambodia program. He/she is also responsible for country projects that fall outside the priority landscapes.

II. Major Responsibilities

- As a member of the Country Management Team (CMT) - supports the Country Director and CMT in the overall management of the country office including actively participating in CMT decisions, raising issues and concerns relevant to country management, ensures adherence to global and local policies and Network standards and works collaboratively with all CMT members to ensure that there is effective coordination of all activities to support organization objectives.

- Provides support to heads of operational teams of WWF-Cambodia including PSP and Asia Pacific regional thematic leads to advance fundraising/proposal development for WWF Cambodia.
- Develops and maintains a network of contacts, and actively seeks to build strategic alliances and partnerships with other NGOs, international and national organizations, donors and other potential partners in order to promote and implement WWF Cambodia Conservation Plan/APMS.
- Represents WWF Cambodia conservation efforts at appropriate national, regional and international meetings and fora, as delegated and approved by the Country Director.
- Ensures the delivery of conservation strategic plan for WWF Cambodia and supports the implementation of Asia Pacific Regional Initiatives.
- Leads the development, monitoring, review and update of program plan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible.
- Works with financial staff for program budget planning, monitoring, and reporting and facilitates support to Heads of Landscape Programs and Managers of Project/Programs in developing and managing project budgets.
- Ensures development, implementation and compliance of social and environmental safeguards, conservation quality assurance and risk management, for all projects and conservation activities.
- Provides inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organization and its conservation activities.
- Ensures effective cooperation with conservation program audits, and that audit recommendations are implemented in a timely manner.
- Manages and reviews staffing requirements with the Country Director to maintain effective conservation implementation.
- Develops and reviews line-managed staff through Personal Development Journey (PDJ), including coaching and mentoring to conservation staff, and identifying succession plans for key roles.
- Supports the recruitment and selection of conservation program staff and consultants and other staff positions at lower grades when required.
- Provides orientation and training to staff to help them understand the conservation program and the organization's diverse activities.
- Supervises the Program's projects to ensure that the analysis of results for the WWF Cambodia's SPMS/APMS are consolidated as part of the overall WWF Global/Regional monitoring and evaluation system.
- Ensures annual conservation program report to Ministry of Foreign Affairs, WWF Annual Program report and all technical project report (TPRs) submitted on time to donors and WWF International.

III. Working Relationships

- Internal:** Interact on a regular basis with CMT members; works with heads of finance, HR/Admin/IT, Communications and Knowledge Management, Program Development and M&E; engage with and support WWF-Cambodia conservation staff, Asia Pacific regional team, relevant global practice teams, Asia Pacific Shareholder Group and other WWF network offices.
- External:** Interact with donors, partners, external consultants, government agencies, multilateral aid agencies and NGOs.

IV. Profile:

Required Qualifications

- Master’s degree in natural resources management, environmental or conservation management, development studies, or in relevant fields.
- Demonstrated ability in program and project management.

Required Experience and Knowledge

- At least 7 years of practical experience in leading and managing integrated and complex programs, experience in the region and Cambodia would be an advantage.
- Proven experience in managing programs funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of at least from USD1-2 millions.
- Experience of working and negotiating with donors, and working with key regional and international institutions.
- Demonstrated experience in developing, implementing and evaluating action plans.
- Knowledge of the policy/institutional context related to conservation in Cambodia
- Excellent understanding of development partnerships, fundraising, donor strategies, functions, governmental and international relations

Required Skills and Competencies

- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect, and Collaboration.
- Adheres to WWF’s brand values: Knowledgeable, Optimistic, Determined and Engaging.
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

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 by the Country Director according to organizational needs.

Prepared by:
Country Director,

Signature..... Date:

Reviewed by:
Head of HR, Admin and IT,

Signature..... Date:

Accepted by:
Staff member

Signature..... Date: