JOB DESCRIPTION

Position title: Country Manager, WWF-Papua New Guinea (WWF-PNG)

Reports to: Director, Pacific

Supervises: Programme Development Manager, Finance & Administration Manager, Coastal Marine Project Co-ordinator.

Relationship with PPO SMT/RMT members – Director Pacific, Country Manager SI, Regional Operations Director, Regional Conservation Director, Regional Head of Finance & Administration, Regional Communications Manager, Regional Head of Human Resources, Regional Monitoring & Evaluation Co-ordinator and Regional ICT Co-ordinator

Office: WWF-Pacific Programme Office (PPO)

Location: Port Moresby, Papua New Guinea

Date: May 2021

I. Background

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 following which the Pacific Programme was initiated in Solomon Islands, Papua New Guinea, Fiji and later Cook Islands. It started in Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF-Pacific is legally registered as WWF-Pacific. However, to the WWF network we are known as WWF-Pacific Programme Office (PPO). Internally, each programme office is known as Fiji Country Programme Office, Papua New Guinea (PNG) Country Programme Office and Solomon Is (SI) Country Programme Office.

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF-Pacific embarks on a new 2021 to 2025 strategic plan. The new strategic plan will outline changes in the way WWF PPO will operate, both in Conservation and Operation aspects.

II. Major Functions

The Country Manager leads the development and management of the PNG Country Office, in developing and delivering conservation outcomes of the PNG Country Conservation Strategic Plan, and jointly with the S/RMT deliver WWF’s Global Network Initiatives in the Pacific region.

III. Major Responsibilities

i. Senior/Regional Management Team

• Is a member of the Senior/Regional Management team and provides leadership and contribution to policies, systems and standards that are region wide and country impacts for WWF-Pacific growth and advancement.

• Maintain an awareness of matters relevant to the R/SMT and ensure that reports and information
of interest are brought to the attention of R/SMT members.

- Maintain an effective working relationship with all other R/SMT members to ensure that there is effective coordination of all activities in support of organization objectives, and in the R/SMT teams Terms of Reference.
- Provide effective participation at S/RMT meetings.
- Ensures WWF-PNG’s effective engagement with relevant WWF shareholder groups (e.g. the Pacific and CTP shareholder groups), ensuring that relevant decisions and recommendations are implemented effectively, opportunities for engagement are followed up on, and agreements beneficial to WWF-PNG are successfully established;

ii. **Policy & Advocacy, Fundraising, Partnership Development and Network:**

- Lead development of concept and project proposals, check for relevance and coherence to Country Programmes and WWF PPO Conservation Strategy.
- Work with the Development & Donor Manager & other leads where relevant on the planning, coordination, submission and monitoring of new proposals for funding to WWF Network donors, GAA donors, Foundations and other sources to ensure sufficient funding for PNG Programme and or Pacific conservation programme from these sources as forecast in the strategy.
- Leads the WWF-PNG team in developing, implementing, and updating key fundraising approaches and opportunities towards the establishment of a strong project pipeline by, to be maintained in succeeding years in accordance with WWF PNG programme growth and priorities.
- Responsible for coordinating the development of position papers and statements and responsible for actively promoting and advocating these advocacy positions in-country.
- Lead as spokesperson for the Programme on relevant issues to the press and media, WWF Network, partners and the outside world in-country.
- Develop and maintain a network of contacts, and actively seek to build strategic alliances with other NGOs, international and national organisations, donors and other potential partners in order to promote and implement the WWF Papua New Guinea Conservation Plan and where appropriate the PPO Conservation outcomes.
- Create conditions for attracting new funding sources and retaining existing sources to the PNG Conservation Programmes by ensuring donor relations are managed and maintained at productive levels.

iii. **Strategy Development and Implementation:**

- Lead strategic conservation planning and facilitate inputs from all in-country staff and relevant support regional staff ensuring a current and relevant WWF PNG Conservation and Operational Plan, that is relevant to national policies, constituencies, and civil society, and aligned with WWF’s programmatic framework for the Pacific through close dialogue and collaboration with relevant WWF stakeholders eg CTP and Leads (Oceans, Forests) in line with the PPO Strategic Plan.
- Oversee reviews and audits and update the conservation strategy for Papua New Guinea office.
- Communicate the PNG Conservation Strategy to all PNG Country staff and to all Pacific Programme staff.
- Lead the implementation and adaptive management of the PNG strategic plan and future-FY WWF-PNG Action and Strategic Plans and Monitoring Systems.

iv. **Overall Management**

- Review and approve PNG staff activity work-plan to ensure the attainment of the plans and objectives.
- Initiate and provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities.
- Lead the development, review and update of all WWF systems, policies and procedures, and work with support from regional team.
- Ensure that all WWF-PNG staff follows proper and timely policies / practices regarding the procurement of goods and services, official travel, and all other aspects of WWF-PNG work in which financial transactions occur.
- Lead programme audits, and audit recommendations are implemented in a timely manner with support from regional team.
• Commit to ensuring WWF PNG maintains social safeguard standards as aligned with WWF Environmental Social Safeguard policies.
• Lead in implementing change management processes – potentially within the framework of a new WWF-Pacific Programme Office (PPO) to ensure an efficient, effective, and better-resourced WWF presence in PNG.
• Responsible for the performance of the PNG Country Office through the Network Performance Review;
• Ensure connectedness of the PNG Team to the regional conservation team; Working closely with Pacific Office's (Fiji, SI) Communications officers, ensures effective communications plans and activities in support of WWF-PNG and Network conservation priorities, profiling WWF-PNG’s work across the Network and to current/potential external partners and donors;
• Serve as the representative of WWF PNG in local, national, and regional fora (as and when needed);

v. People Management and Organisational Development
• Review staffing requirements with the Director Pacific, members of R/SMT (Regional Operations Director, Regional Head of Human Resources) to maintain conservation and operational function country programme.
• Build a succession planning and develop a talent management plan for PNG staff, working with the Regional Head of Human Resources. (R/SMT).
• Provide orientation and reorientation to staff to help them understand the conservation programme of the organisation at national, local and regional and its activities.
• Provide induction, coaching and advice to staff in the PNG Programme to ensure that they understand and carry out their responsibilities effectively.
• Responsible as direct line manager of PNG Country Programme Leads by reviewing individual work-plan, managing performance, providing coaching and mentoring to ensure that they are appropriately motivated and that staff deliver the performance objectives
• Responsible for the quality content and timely submissions of own as well as subordinates’ completed Performance Development Journey (PDJ) forms including objective setting, mid & year-end performance reviews which will be according to scheduled timelines drawn up by the Human Resources Department.
• Work with Regional Head of Human Resources to identify training needs and development opportunities for staff and provide training when required.
• Recommend to the Director Pacific, any changes that might be required to develop and improve the organisation.
• Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement.

vi. Issues Resolution and Crisis Management
• Lead on developing, communicating to all staff and implementing a crisis management plan.
• Responsible for risks and crisis management and act as WWF PNG focal person to manage programme-related crisis and risks when necessary.

vii. Monitoring, Evaluation & Reporting
• Oversee the monitoring and evaluation of WWF PNG Strategic Plan. Work with Regional M&E Co-ordinator in the monitoring and evaluation of the country’s conservation plans.
• Responsible for ensuring quality and timely monitoring and reporting of the WWF PNG Strategic Plan and compliance with WWF Network Standards and Key Performance Indicators (KPI) for the programme.
• Compile reports to donors as and when required.

IV. Profile

Required Qualifications
• Advanced university degree in Business Management, International Relations / Development, or other related fields. Additional academic training or a degree in an environmental / conservation field would be a strong asset.
• Proven track record in successfully developing, leading, and managing projects and/or teams in the field of conservation, natural resource management, international development, and/or other related fields.
• At least 10 years professional experience in a leadership role, at least 3 years of which should be in the Pacific region, with demonstrated success in managing multi-disciplinary teams.
• Knowledge of the institutional and legal framework in PNG, as well as of relevant political, policy and cultural issues.

**Required Skills and Competencies**

• Proven leadership skills.
• High degree of cultural sensitivity and ability to navigate complexity.
• Demonstrated experience in developing, implementing, and evaluating strategic / action plans;
• Strong skills in project planning, financing, management, implementation, and evaluation;
• Excellent capacities in managing human and financial resources;
• Demonstrated fundraising skills, and experience working with donors;
• Negotiation, influencing, and media relation skills, preferably at a high level;
• Proven knowledge and experience of the not-for-profit sector, preferably of environmental non-government organisations;
• Excellent inter-personal skills, with the ability to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community, and the WWF Network;
• Excellent oral and written communications skills in English
• Clearly demonstrates behaviors aligned to the culture of WWF: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly*
• Identifies and aligns with the core values of the WWF organization: *Courage, Integrity, Respect & Collaboration.*

V. Working Relationships

**Internal** – Engages with, and builds on existing relationships within the WWF network. In particular, works closely with other Network partners in the Pacific, particularly within WWF-Pacific offices (WWF-PNG and WWF Fiji), WWF-Australia and CTP.

**External** – Builds and maintains strong relationships with new and potential partners amongst government agencies at all levels in PNG, PNG civil society, bilateral and multi-lateral PSPs, foundations, and the private sector, to develop and maintain support for the delivery of WWF-PNG’s goals and objectives.

This job description covers the main tasks of this position, and conveys the spirit of the sort of tasks that are anticipated proactively from WWF-PNG staff. Other tasks may be assigned as necessary according to organisational needs.

Prepared by Supervisor: __________________________ Date: __________________________

Approved by Director Pacific: __________________________ Date: __________________________

Accepted by Employee: __________________________ Date: __________________________