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JOB DESCRIPTION

Position title: Environment and Social Safeguards Senior Officer
Reports to: Conservation Programme Director.
Supervises: N/A
Location: Phnom Penh with travel to the field offices
Date: October 2020

I. Background

WWF has formally established its office in Cambodia in 1998 with a vision that “Cambodia’s forests, rivers and wildlife are protected and conserved for all.” WWF-Cambodia works with government, civil society organizations, academia, private sector and local communities to ensure the set vision is achieved. Find out more at www.wwf.org.kh

II. Major Function

The Environment and Social Safeguards Senior Officer is responsible for implementing, updating and reporting the Environment and Social Safeguards Framework (ESSF) and the Risk Management Plan of WWF Cambodia. The role ensures the ESSF and other approved WWF’s related social policies are strictly implemented and applied to all WWF field programs in the landscapes, WWF’s third parties and service providers. The role also leads the due diligence work in coordination with program tams, WWF network, related to social safeguards including trainings, guidance, knowledge management and monitoring.

III. Major duties and responsibilities

- Ensure all staff exercise and are aware of WWF’s environmental and social safeguards and other associated WWF approved social policies.
- Apply the ESSF framework to landscape project’s design and implementation including Protected Area zoning plan and law enforcement activities.
- Oversee the implementation of the WWF country risk assessment and registration, and monitor and report to CMT and WWF Asia Pacific Risk Management Team.
- Lead the coordination with relevant teams of WWF to conduct due diligence work on environmental and social aspects.
- Lead the implementation and provide guidance the ESSF and other social policies to WWF’s third parties contract agreements (service providers, consultants, counterparts).
- Work with Asia Pacific’s ESSF Team to provide trainings to all WWF staff to ensure they are equipped with ESSF, risks and other social safeguards policies.
- Provide technical guidance in design, development, planning, implementation, and capacity building for community-based and livelihoods components of programs.
- Works with WWF Int’l ESSF team, to rollout the operational procedures, processes, guidance, toolkits, and references for mainstreaming the ESSF within WWF Cambodia’s operations, policy work, and initiatives to ensure compliance with relevant policies and frameworks.
- Advising Senior management and staff on responses to safeguards related complaints.
- Generate the reporting and updating of ESSF and practices related to environmental and social safeguards.
- Be a point person on country’s ESSF and Risk Management.
- Other duty as required by supervisor

IV. Profile

Required education and experience

- Bachelor’s Degree in social science and management, law, anthropology, and environmental management economics.
- At least 3 years of relevant experience in environmental and social safeguard systems, and risk management.
- Demonstrated knowledge in the areas of indigenous people’s policy development and implementation; social and environmental safeguards.
- Experience in designing training, facilitation, coaching, mentoring and capacity building development.
- Experience in working in complex organizations and ability to lead and influence without formal authority.

Required skills and competencies

- Influencing and leadership skills.
- Possess strong skills in negotiation, influencing and communication.
- Ability to work with various stakeholders at different level in multicultural teams.
- Ability to effectively organize and manage workload,
- Report writing in English, analysis and research.
- Passionate about wildlife and conservation with the ability to galvanize the network and broader community around a shared agenda.
- Fluence in English and Khmer languages, both oral and written skills.
- Adequate skills in Microsoft Office (Word, and Excel).
- Clearly demonstrates behaviors aligned to the culture of WWF: 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 WWF: WWF Country Management Team, Landscape Leadership Team, Program Development, HR, Finance and Communications and Knowledge Management Teams.

WWF Network: Work with WWF Int’l ESSF and Risk Management Teams, WWF Asia Pacific’s Safeguards team and relevant WWF network offices.

External: Interact with third parties contract agreements and NGOs/CBOs partners.

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 Line Manager : _____ Date: _____

Reviewed & Approved by 2nd Line Manager : _____ Date: _____

Reviewed & Approved by Head of HR : _____ Date: _____

Accepted by Staff member : _____ Date: _____