**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Position title:</th>
<th>FGMC Project Officer – Timber</th>
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<tbody>
<tr>
<td>Directly reports to:</td>
<td>FCMC Project Coordinator – Palm Oil &amp; Timber</td>
</tr>
<tr>
<td>Supervises:</td>
<td>Nil</td>
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<tr>
<td>Office:</td>
<td>WWF-Pacific, PNG Country Programme</td>
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<tr>
<td>Location:</td>
<td>Port Moresby, PNG</td>
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<tr>
<td>Weekly Hours:</td>
<td>37.5</td>
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<tr>
<td>Contract Period:</td>
<td>1 Year (FY22-FY23)</td>
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<td>Date:</td>
<td>July 2022</td>
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I. **Background of the Organization:**

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was established in the Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries’ and regional programme oversight is now headquartered. In 2008 the regional programme was split into the Western Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The three country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, as the network restructured to magnify its global conservation impact in the Pacific Region.

The overarching Pacific Programme Office is hosted in the Fiji Office in the capital, Suva. To the WWF network it is known as WWF-Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme.

II. **WWF PNG Country Programme**

WWF PNG Programme has evolved over two decade’s presence in Papua New Guinea. Since 1990s WWF work built strong focus in both marine and terrestrial conservation in several priority landscapes; Sepik River Catchment (East Sepik Province), Transfly Ecoregion (Western Province), Madang Lagoon (Madang Province), Kikori River Basin (Gulf, Hela, Southern Highlands & Enga Provinces), and Hiri Coastline (Central Province).

However, by 2013 WWF re-structure both at the International office and Pacific region brought huge change and new strategy for respective country offices. Likewise, WWF PNG downsized its programme with closure of all other priority landscapes, except; Madang and Kikori River Basin. In Madang WWF work focused more on marine conservation with Madang lagoon communities as focal group, while
Kikori River Basin implemented terrestrial/forest conservation, sustainable natural resource management and livelihoods.

WWF PNG has a current strategic plan for 2016-2020 defining PNG Programmes and strategic goals for programme development over five years, with a strong emphasis on green growth solutions to development.

The new strategy outlines key changes in the way the organization will operates, both in conservation and operationally. The strategy in PNG is embedded in this Pacific Programme Office strategy. This plan is currently under review with new strategies and programme areas for growth by 2021-2030.

III. Vision, Mission & Goals:

**WWF Pacific Programme Vision:** For empowered and resilient Pacific Island communities living our unique culture to conserve and manage our ocean, forests and rivers for improved food security, human wellbeing and a sustainable future.

**WWF Mission:** to stop the degradation of the planet’s natural environment and to build a future in which humans live in harmony with nature by:

- Conserving the world’s biological diversity;
- Ensuring that the use of renewable natural resources is sustainable;
- Promoting the reduction of pollution and wasteful consumption

**PNG Country Vision;**

Papua New Guineans caring for and wisely using our land, forests, rivers, seas and wildlife, and preserving cultural heritage to benefit all and build a resilient future.

**PNG Conservation Vision;**

Protect and sustainably manage the biodiversity of priority land and seascape in Papua New Guinea, ensuring resilient communities, culture, industry and economy

**FGMC Programme Extension Grants Round (2021-2023) Project Outcome:**

*Improved governance and more responsible actions in land-use, trade and investment of forest-risk commodities (timber and palm oil) in Gabon, Indonesia and PNG are leveraged through China’s policy engagement and trading influence.*

Output 7: PNG (Timber)

*Legal timber trade flows between China and PNG are improved through the strengthened timber standards and legality requirements.*

III. Major Functions:

The role will need to be highly organized with an excellent academic track record and someone who is confident, self-motivated, has excellent communication and interpersonal skills, are passionate about what they do and love to take on new challenges and can work as a team. The role will be working alongside the Project Coordinator & Programme Development Manager for implementing project components of;
• **Engage key Chinese timber concessionaires and traders**, e.g. organize initial dialogues, set clear targets for legal compliance and provide technical support and build capacity on legal compliance.

• **Convene concessionaires and traders to take part in exchanges** with national policy and non-governmental stakeholders facilitated by WWF.

• **Combine the above efforts to remove barriers to better forest governance**, with a view to supporting the implementation of bilateral agreements (MoUs), and aligned with the aims of national policies, FLEGT-VPA processes.

• Formulating PNG Timber Supply Chain linked to CNFPIA TLS, PNG TLS and Global Green Timber Supply Chain enabling China industry stakeholders to trial sourcing timber using this due diligence checklist.

• PNG Timber Market Segment and Trade Flow Research and enabling timber markets and trade visibility by PNG FIA members.

• Strengthening the PNG TLS Timber Legality Verification Standard and monitoring system.

### IV. Responsibilities:

**Technical Tasks**

1. National stakeholder engagement & partnership enabling NTWG platform terms of reference and technical capacity established and leading collaborations and formulation of PNG Green Timber Supply Chain Standards.

2. PNG NTWG platform leading baseline policy review and other international acceptable guide to tailor PNG Green Timber Supply Chain Standard. National consultations via NTWG and formulating PNG Green timber Supply chain standards linked to CNFPIA & PNG TLS.

3. The PNG stakeholders and relevant regulatory body (PNG ITS & NFBP) have reviewed the PNG Green Timber Supply Chain Standards and Policy submission to the NEC lobbying endorsement of the timber supply chain standard.

4. Collaborative work with CNFPIA & PNGFIA members to pilot test PNG Green Timber Supply Chain, monitor compliance and baseline benchmark for "White List" legal timber suppliers.

5. The PNG NTWG is leading collaborations and formulation of PNG Timber Legality Standards Monitoring and Verification Systems.

6. The PNG stakeholders and relevant regulatory body (PNG ITS & NFBP) have reviewed the PNG TLVS and Policy submission to the NEC lobbying endorsement.

7. Collaboration with China & PNG via CNFPIA & PNGFIA members to pilot test PNG TLS and PNG Green Timber Supply Chain, monitor compliance and baseline benchmark for "White List" legal timber suppliers.

8. Through partnership with CNFPIA, the PNGFA & PNGFIA collaborate Timber Market segment and Trade flow research in both countries enabling PNG timber market and trade flow visibility.

9. National and Regional Stakeholders and PNGFIA members are informed through policy dialogues and bilateral discussions.

**Project Management & Support Task**

10. Assist project Coordinator with various administrative tasks.

11. Assist with the provision of logistical support to project Coordinator in planning and organizing conferences, workshops, meetings and travel.

12. Assist co-ordinate with partners and other stakeholders on project-related activities.

13. Conduct research through various means — internet, libraries, face-to-face, collect supporting documents and analyze data.
14. Undertake fieldwork research.
15. Provide assistance in reviewing documents for accuracy as well as writing reports, summaries, and preparing PowerPoint presentations.
16. Assist in the process of building collaboration with partners & stakeholders i.e. maintain and update contact lists of implementing and research partners, other key stakeholders and consultants.
17. Assist with filing of documentation via hard copy and electronic filing systems and assist with the retrieving of files.
18. Co-ordinate with printing companies for project-related documents and reports and check for accuracy.
19. Assist prepare correspondence, letters, meeting minutes and other communication as appropriate.
20. Support staff in project-based work as and when assigned.
21. Answer telephones, transfer to appropriate staff member, record messages.
22. Perform general administrative duties to include but not limited to: photocopying, faxing.

V. Requirements:

Qualifications & Experience:
- Minimum 3-5 years in related filed, policy advocacy and sustainable natural Resource Management, Conservation and related Field.
- Bachelor’s Degree in Forestry/Agriculture/Natural Resource Management/ Economic and Policy
- Good academic record with a minimum GPA of 3.0.

Skills & Competencies:
- Good written and verbal communication.
- Excellent organizational skills (oral and written).
- Passionate & courteous.
- A team player.
- Excellent attention to details.
- Ability to multi-task and work under pressure.
- Keep confidentiality of files on projects.
- Have flexible approach and a willingness to work outside normal hours.
- Proficient in the use of Microsoft Office applications - Excel, Word, Access, PowerPoint and Outlook.
- Sound leadership skills.
- Exceptional interpersonal skills.
- 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 - Work in close collaboration with the Project Coordinator and KRB/GPP Programme team in WWF Pacific, PNG Country programmes, the Marine Programme on CC & Coastal Fisheries & Livelihood Projects. Maintains close working relation with Finance and Administration staff in Port Moresby Office and ensure exceptional work ethics both on and off the field.
External - Establish and maintain relationships with:

- National Stakeholders (Govt. & CSOs): PNG CEPA, PNG CCDA, PNG DNP, PNGFA, PNG DLPP, PNG DAL, UNDP

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.

Approved by Line Manager: ___________________________ Date:

Accepted by Staff Member: ___________________________ Date: ____________