

JOB DESCRIPTION

Position title:	Finance and Admin Officer, USAID Biodiversity Conservation program
Reports to:	Lam Dong Provincial Coordinator
Technically report to:	Senior Finance Officer, USAID Biodiversity Conservation Program
Duration:	April 2021 – June 2025
Location:	Lam Dong, Vietnam

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.

While Vietnam is recognized as one of the world's most biodiverse countries, decades of illegal logging, wildlife trade and agricultural conversion have led to staggering losses of natural forest and wildlife, with some species on the edge of extinction. Beyond these losses, forest crimes undermine the rule of law and sustain poverty of vulnerable minority communities, endanger vital ecosystem services and tarnish Vietnam's global reputation. Additional investment is critical to secure remaining strongholds of intact forest and wildlife populations in Special-use Forests (SUF) and Protection Forest (PF), which form the backbone of Vietnam's protected forest system, and these interventions must be rooted in the local context and address threats in an integrated and holistic way if they are to be successful.

The "USAID Biodiversity Conservation" is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Quang Binh, Quang Tri, TT Hue, Quang Nam and Lam Dong). The program targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam's threatened and endemic species. The strategic approaches (SA) of the program include:

- SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
- SA2: Strengthen Management of Special-use and Protection Forests
- SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
- SA4: Reduce Local Demand Through Behavior Change Methodologies

II. Major Functions

Under the supervision of the Provincial Coordinator, the Finance and Admin Officer provides administrative support and finance management for the USAID Biodiversity Conservation activities in Lam Dong province.

III. Major Duties and Responsibilities

Based in the project's office in Lam Dong, the Finance and Admin Officer will be responsible for finance and administration aspects of the USAID Biodiversity Conservation activities in the province including but not limited to following:

Administration

- Prepare letters, documents, and correspondence to local partners and authority;

- Manage domestic/ international travel arrangements for staff and consultants and process required travel authorizations;
- Provide logistic support for meetings/workshops and other project activities when required;
- Support procurement and keep track of office supply inventory and update;
- General filing and archive management of the project office;
- Coordinate distribution of internal and external communications.

Financial management

- Work with the technical staff to support project implementation according to project plans, financial guidelines, and budget norms;
- Review the detailed budget and prepare payment vouchers and supporting documents regarding to payments for the project activities in the province ensuring high quality, accuracy and consistency of work in project implementation;
- Assist the technical staff in preparing activities advance, payment request by providing the necessary account analysis codes and ensuring that it is correctly filled;
- Maintain a system (in hard copy and soft copy) to keep track activities expenses;
- Assist SFO in reviewing and monitoring monthly expenditures, based on work plans and budgets, ensure the figures are exact and correctly charged to the appropriate task code number and budget line;
- Ensure that all the day to day operational procedures in Provincial activity implementation, monitoring and evaluation...etc are conducted in a timely manner and in line with WWF and USAID Policies and Procedures;
- Support project team to prepare for annual internal and external audits when required.

IV. Profile:

Required Qualifications and Experience

- Bachelor degree in one of the following fields: Accounting, Business Administration, Finance
- At least five year of relevant work experience in finance and accounting;
- Experience on other international development projects. Experience with USAID-funded projects is highly desirable;
- Familiarity with USAID Rules & Regulations on Contract Management and Grants Management would be an asset;
- Good knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures;
- A good command of basic applications such as MS Word, Excel as well as a working knowledge of the internet and email. Experience with Oracle accounting system would be an advantage;
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage.

Required Skills and Competencies

- Can-do attitude and result-oriented communication mind-set; Ability to multi tasks;
- Individual and team work ability;
- High attention to details;
- Responsible and careful in work;
- Organizing/ planning, time management, negotiation and problem-solving skills;
- Enthusiastic and friendly. Good networking and interpersonal skills;
- Demonstrated ability to communicate effectively in English, both verbally and in writing;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;

- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

V. Working Relationships:

Internal – work in close collaboration with project staff (national and international), finance team, procurement, admin team of WWF-Vietnam. Engage with and support other field staff.

External - Interact regularly with suppliers and service providers, partners, sub-grantees, consultants and field offices as required in fulfillment of duties.

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