JOB DESCRIPTION

Position title: Forest Programme Manager

Reports to: Country Manager with a dotted line to Regional Conservation Director

Supervises: Palm Oil & Timber Project Co-ordinator, Palm Oil Project Officer, Timber Project Officers, and Consultants

Office: WWF-Papua New Guinea (PNG) Country Programme

Location: Port Moresby

Date: June 2022

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 2021-2025 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. Major Functions:
The Forest Programme Manager will be responsible for overall development, management, implementation and monitoring of WWF-PNG’s Forest Management Program. In this capacity, s/he will have the oversight and lead all functions for all WWF’s forest-related work including managing of all forest conservation projects, providing effective leadership and day to day managerial oversight to the forest programme team members, strengthening and managing relationship with internal and external stakeholders, ensuring execution of strategy based on the strategy, goals, and milestones, and contributing to maintaining a healthy pipeline of funds. More specifically, the duties and responsibilities will include the following.

1. Ensures implementation of the forest strategy through specific projects:
   - Manages oversight and coordination of forest programme linkages, both spatially and thematically, to other programmes with the ultimate objective to conserve and restore wild spaces; Fully understands and further strengthens priority landscape level goals and milestones.
   - Manages and is responsible for the delivery of forest projects and forest components of cross-cutting projects in priority landscape. These projects range from community forests, community conserved areas, forest restoration, inclusive forest governance, conservation area planning, and sustainable livelihoods.
   - Supervises and effectively manages all forest team staff. This includes participatory development and implementation of annual work plans and budgets, in line with priority landscape M&E framework and deliverable to donors, allocating roles and responsibilities, and monitoring and reporting progress.
   - Provides effective leadership to the forest team members. This includes objective setting and review, mentoring and coaching where needed, and being available to discuss challenges that team members may face.
   - Provides technical guidance and advice to the forest team members and wider WWF PNG conservation team for the team to effectively implement the work plan.
   - Strengthens the technical capacity of the forest team members and wider WWF PNG conservation team through meetings, webinars, and workshops.
   - Develops and disseminates communication materials with office colleagues on forest conservation, restoration, and sustainable forest management as well as sustainable livelihoods and ICCA.

2. Strengthens partnership with relevant stakeholders:
   - Is responsible for building and strengthening partnership with government ministries through regular meetings and other channels with the objective to create an enabling policy framework for inclusive forest governance and management.
   - Supports and advances advocacy in support of Forest Program priorities including but not limited to policies, regional and global commitments.
   - Participates in dialogue for developing the national forest sector. Advocates for enhancement of sustainable forest management and responsible production of timber and timber products as well as non-timber forest products for improved human well-being of forest dependent communities.
   - Supports relevant authorities and entities in developing and effectively implementing standards on sustainable, inclusive and transparent forest governance and management.
   - Maps ongoing forest conservation initiatives in PNG and engage and coordinate with relevant initiatives to ensure coordinate.
   - Develops and implements WWF PNG donor plan relevant to the Forest Program and in doing so, maintain strong donor relations via regular submission of timely reports as per projects’ requirement.
   - Leads and coordinates closely with WWF staff to secure funding and pipeline development.
   - Builds and strengthens partnership with CSOs and identifies opportunities to support local organizations in inclusive conservation including landscape restoration, sustainable livelihoods, and mapping, documentation, and strengthening of ICCAs.

IV. Profile:

**Required Qualifications and Experience:**
- Master’s/Bachelor degree in natural resources management, forest conservation and management,
environmental or conservation management, bioregional planning, development studies, or in relevant fields.

- 7 years of practical and relevant experience in leading and managing programmes or projects.
- Proven experience in managing projects funded by a diversity of donors such as EU, USAID, and DFID (FCDO) with budget of over a million USD.
- Successful experience in developing forest programs and projects as well as managing staff.
- Experience of working in a multi-cultural environment and international organizations.
- Technical knowledge of sustainable forest management, community based conservation area planning and management, forest restoration, and high conservation value approach.

Required Skills and Competencies:

- Thorough understanding of socio-economic, conservation and development issues in Asia Pacific.
- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector in the landscape.
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the project.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations.
- Landscape/land use planning, and GIS knowledge and skills are an advantage.
- Fluency in written and spoken English. Knowledge of Tok Pidgin or Motu will be a distinct advantage
- Knowledge of WWF’s PPMS is also an advantage.
- 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.

VI. Working Relationships:

Internal

- WWF Pacific, PNG Country Programme: Interact on a regular basis with WWF International landscape manager and conservations director, other programme managers. Engage with and support WWFPNG staff
- WWF Network: Liaise with relevant teams to provide inputs and seek supports as required.

External

- Interact with all relevant stakeholders at the community, commune, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on ad-hoc basis