

JOB DESCRIPTION

Position title: Project Director, Hue Television Action (TVA) project (HPPD)

Reports to: Plastic Program Director

Supervises: Hue Plastic Television Action project team including 02 Technical Senior officers, 01 Communication Officer, 01 M&E Officer, 01 Admin Officer

Location: Hue, Vietnam

Date: ASAP

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.

WWF-Vietnam has been working actively to develop its Plastic program with an aim to contribute to reducing plastic pollution from Vietnamese territory into the ocean, while addressing national level priorities in both the policy sphere and in public awareness and behaviour change.

Solid waste, especially plastic waste, is a global hot issue that Vietnam is also facing. In recent years, Hue City has made many efforts to mitigate the impact of solid waste and plastic waste. The rate of waste collection of the City is also quite high comparing to other cities. However, in rural areas, by rivers and along the coast, the waste collection rate is lower, that the leakage of plastic waste to the water environment is still an issue, especially in the coming time, the city will be expanded to these areas.

With the support from Norwegian people via WWF-Norway, WWF-Vietnam will implement the 4 year (2021-2024) project: "Hue- Plastic Smart City in the Central Vietnam". The project goal is by 2030, rivers, wetland areas and coastal areas will be protected from plastic waste pollution via collective efforts of key stakeholders from public-private sectors, social organizations and local communities and Hue city will be member of the Plastic Smart Cities network.

WWF-Vietnam is looking for a candidate who would be part of our team to drive those changes forward.

II. Major Functions:

The HPPD is responsible for the overall control, planning, management, implementation and reporting of the Hue TVA Project and ensures compliance with the Project Document and WWF's contractual obligations. This includes responsibilities for technical, financial and administrative aspects of the Project. He/she will oversee the management systems, operational procedures and capacity-building for key project cooperators.

III. Major Duties and Responsibilities:

- Oversee the development of, and monitor, review and update the project activity work plans to ensure that the project achieves its objectives as cost-effectively and efficiently as possible.
- Represent the project internally and with external partners; maintain regular contact with partners, and represent the project in meetings, workshops, conferences, and symposium to present project activities and achievements
- Maintain regular contact with partners to keep them apprised of project activities and to seek feedback for continuous improvement. Develop and maintain effective contacts with a wide range of external contacts, including organizations and individuals who can support project activities.
- As a line manager of the Project staff, approve individual work plans, manage performance, provide training, coaching and advice to ensure that staff are appropriately motivated and meet their performance expectations. Conduct performance appraisals of staff under supervision.
- Cooperate with program audits, and implement audit recommendations
- Establish and enforce effective quality control systems.

- Raise issues of technical and management concern to the relevant country and regional staff
- Accountable for the submission of regular project progress reports as prescribed by the donor, presenting achievements, impact, challenges and propose adaptive management.

IV. Profile:

Required Qualifications and Experience:

- At least Master's degree in a field relevant to project/programme administration and/or water/natural resources management, environmental or conservation management or relevant fields.
- Proven experience in managing large and complex environment & development projects/programmes in developing country
- At least 10 years of post-graduate full-time practical experience preferably in waste management and natural resources projects
- Minimum 5 years of proven track record in project management, leading teams in public-funded projects of > 2 million USD.
- Work experience in Vietnam, or any other Mekong country is an additional asset, or neighboring countries with similar socio-economic setting.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations.
- Knowledge of M&E methodology, quality assurance. Knowledge of Project/Programme Planning and Management; familiar with implementing ESMF.

Required Skills and Competencies

- Leadership and management skills; People management, coaching, mentoring and capacity building/development;
- Strategic thinking; diplomacy and discretion;
- Problem solving, and management of conflict and risk;
- Ability to work under pressure;
- Excellent presentation, communications, and public speaking;
- Influencing & Networking skills;
- Fluency in written and spoken English;
- 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: Interact on a regular basis with Plastic Smart Cities network, Plastic Program Director, project staff and Hue Office staff, Plastic Team. Coordinate and consult with related project focal person

External: Interact with Governments, project donor, local partners, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation

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