



for a living planet®

## JOB DESCRIPTION

<b>Position title:</b>	Junior Project Officer, WWF-Vietnam
<b>Reports to:</b>	Project Manager, WWF-Vietnam
<b>Supervises:</b>	Intern, consultant and third party when required
<b>Location:</b>	Hue, Vietnam
<b>Date:</b>	December, 2019

### 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

The Earth's atmosphere is warming, faster than it probably ever has. In some cases, weather patterns, climates and natural environments are changing quicker than wildlife or people can adapt. It is proved that emissions from human activities are the main cause of global warming.

Cities account for 70% of carbon emissions and generate more than 80% of global GDP. Cities everywhere face a wide range of environmental and climate-related challenges as a result of rapidly growing urban populations. In cities, problems tend to multiply, but they are also important test beds and multipliers of solutions. As centers of both political and corporate power, cities can lead the climate transition. For those reasons, WWF created the One Planet City Challenge and City Solutions (OPCC) to highlight some of the most inspiring cities, and their innovative solutions.

In Vietnam, WWF has been working on OPCC platform since 2015 which has participation from six provincial cities with Hue and Da Nang being selected as National Capitals in 2016 and 2018 respectively. The OPCC program in Vietnam has been initially a successful initiative to promote cities' "climate action plans" and commitments in the transition towards a climate-friendly, one-planet future, and to stimulate the development and dissemination of best practices for climate mitigation and adaptation with active participation from multi-stakeholders and multi-sectorial. In 2020, the project will focus on and prioritize public awareness and WLC campaign in a more effective and inspiring manner and besides, EE in building and fund raising are also key outputs throughout the year.

### II. Major Functions:

The Junior Project Officer will provide support to the Project Manager in the planning, management, implementation, monitoring and reporting of the One Planet City Challenge (OPCC) projects' activities to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the project's management, partners and other relevant stakeholders.

### III. Major Duties and Responsibilities:

- Work closely with Project manager in project planning and implementation of activities in an objective-oriented manner, including quality assurance;
- Build and strengthen new/existing partnership in order to achieve the project goals and outputs;
- Support in monitoring project activities, supervise consultancy contracts and other grantees under project;
- Attend and present in assigned training courses, workshops as representative from project when required
- Provide support to other staff related projects in the energy and climate program when required;
- Contribute to the climate & energy strategies, work-plan, program development, and other relevant activities as needed
- Other tasks assigned by supervisors as appropriate

#### **IV. Profile:**

##### **Required Qualifications**

- Bachelor degree in fields related to sustainable development, environmental science, and other related areas of work;
- Knowledge/working experience on renewable energy and climate change is advantage;
- Experience on OPCC and/or any other WWF Climate & Energy is preferred;

##### **Required Skills and Competencies**

- Can-do attitude and result-oriented communication mind-set;
- Organizing / planning and problem-solving skills;
- Good presentation, training skills, report writing skills;
- Very good command of English and Vietnamese (spoken and written);
- Experience of working in multi-cultural environment and/or international organizations is preferred;
- Demonstrates WWF behaviors in ways of working: 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:** work in close collaboration with project staff, finance team of WWF-Vietnam and international colleagues. Engage with and support WWF-Vietnam staff.

**External:** liaise and work with Cities government agencies, partners, private sectors, consultants and related stakeholders.

*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*