



JOB DESCRIPTION

Position	: Multi-Actor Partnership (MAP) Project Manager
Report to	: Private Sector Engagement Manager
Supervise	: Agroforestry Engagement Officer
Location	: Mondulkiri Province, Eastern Plains Landscape, Cambodia
Start Date	: 10 September 2021- 31 July 2022 (Possible contract extension)

Background:

WWF has been established in Cambodia since 1995. WWF-Cambodia's mission is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity; through the sustainable use of natural resources, enhancing local livelihoods and sustainable supply chain management.

The WWF Cambodia Conservation Program started more than ten years ago and is implemented in two landscapes: Eastern Plains Landscape (EPL) and the Mekong Flooded Forest (MFF). WWF-Cambodia engages with government, industry and civil society partners on the development of agro-industry in the EPL and the expansion of commodities on a small, medium and large-scale is one of the main drivers of deforestation and land conversion.

Rubber producing communities and companies in the EPL can play a critical role in conserving important wildlife habitats and natural ecosystems in a mosaic landscape. By shifting to sustainable forest management practices, they can comply with international sustainable rubber production practices and in the process, conserve forest resources and ecosystems that are critical to the future well-being and prosperity of both local and Indigenous peoples.

WWF-KH's engagement with the rubber sector to date has involved working with provincial government, industry and smallholders in the rubber sector to ensure that, as the EPL develops economically, stakeholders do not misuse the natural resources that underwrite the economic future of the EPL. This has involved forming farmers into cooperative structures, applying pressure on companies to implement sustainable plantation management practices and working with the provincial government to identify gaps in capacity, on which WWF-KH can base an intervention strategy. The rubber engagement work will continue this path, with the support of a regional program that seeks to provide a platform for smallholder farmers, who produce around 85% of natural rubber worldwide, to engage and have an influence in the market for sustainable natural rubber.

Position Summary

The MAP Project Manager will serve as WWF-Cambodia's lead, as one of three countries in South East Asia implementing a regional project. The Project Manager is responsible for the planning, management, implementation and impact-oriented monitoring of the project's key interventions in the EPL rubber sector. This will involve aligning project goals with long-term private sector engagement strategy and regular consultation with a variety of stakeholders. Parallel to these tasks, the Project Manager will be responsible for consistent monitoring and reporting of progress against the project workplan and budget, and ensuring compliance with WWF-KH's contractual obligations under the donor grant agreement by fulfilling financial, technical and administrative reporting

requirements. The Project Manager is a team leader, responsible for creating a positive team work environment and being accountable for all team members (project support officers and project officers).

I. Major Duties and Responsibilities

A. Coordination of Workplan Development

- Develop the project workplan and adopt adaptive management for ongoing revision
- Work with financial staff for budget preparation, monitoring, and reporting; guarantee the financial integrity and accountability of project budgets, ensuring that funds are used according to the approved project planning matrix and budget
- Confer with the Landscape Manager, and direct reports to develop annual and quarterly/six-month work plans based on the project budget and project yearly work plan
- Host regular meetings to keep key staff informed of project progress
- Manage the development and provide input into communications products and materials to ensure information on the project is effectively distributed
- Effectively supervise the management of all project resources, including human resources

B. Project Implementation

- Lead in the development, monitoring, review and update of the project workplan, including supervision of consultant activities where appropriate
- Work closely with M&E Program Officer to monitor progress against activity matrix to ensure that the project achieves deliverables in a cost-effective and efficient manner
- Organize meetings, workshops and training courses with effective stakeholder involvement
- Represent the project in meetings with a variety of stakeholders and host meetings where required
- Perform administrative tasks such as support logistics (e.g. travel, consultant visits), for the project, organize translation where required
- Review, as the direct line manager of Project Officer work plans, manage performance, provide induction, training, coaching and advice to ensure that staff are appropriately motivated and deliver on performance objectives
- Ensure compliance with WWF's Environment and Social Safeguard Policy and Procedures, partner Code of Conduct, and related policies

C. Partnership Development and Networking

- Establish relations and keep regular contact with key partners that are necessary for project implementation and lesson sharing
- Ensure good and close liaison in collaboration with project network, stakeholders and other WWF projects to identify possible synergies
- Be accountable to all relevant stakeholders through the planned activities of the partnership and make available to all stakeholders in an easily accessible way any relevant information about the financial affairs and progress of the project

D. Monitoring and Evaluation

- Implement and monitor project activities as defined in the project work plan
- Prepare six-monthly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available for the project
- Develop and maintain a database of all technical reports, presentations, maps, data and information produced by the project and a list of relevant stakeholders
- Identify any issue compromising result delivery and/or team spirit, seek innovative solutions and report/discuss with Landscape Manager

II. Requirements

A. Education and Qualification

- Bachelor's degree or relevant qualification in project management
- Qualification in conservation, natural resources management, environment, rubber science and/or a other relevant fields

B. Knowledge

- At least 2-3 years of practical experience in project management and working in multi-stakeholder contexts
- Proven understanding of issues in conservation and related fields and working knowledge of the policy/institutional context for conservation in Cambodia
- Knowledge of WWF structure, priorities and procedures as well as WWF's ecoregional approach to conservation is an advantage
- Fluency in written and spoken English, with knowledge of Khmer desirable
- Experience working in a multi-cultural environment is an advantage

C. Skills

- Project management skills, including experience in coordinating regional multi-stakeholder projects
- Experience in conducting on farm trials and working closely with communities
- Ability to supervise project staff, develop individual workplans and support HR in recruitment processes
- Strong analytical and problem-solving skills including an ability to identify strategic issues and develop programs with measurable outcomes
- Excellent networking, interpersonal, influencing, verbal and written communication skills with an ability to communicate complicated concepts in plain English to diverse audiences
- Capability in building constructive relationships with a range of stakeholders and audiences
- An ability to work independently and in a flexible team-based environment

D. Competencies

- **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
- **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
- **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning and delivering on outcomes
- **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
- **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding
- **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high-level team performance
- **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically
- **Managing Resources:** Makes the right judgments based on financial and resource availability
- 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 behaviours** in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

III. Working Relationships

- 1. Internal:** Interact on a regular basis with the Spatial Planning and Private Sector Manager, EPL Landscape Manager, project officers, finance staff and project managers of existing projects in country. Due to the regional nature of the MAP project, lessons learned and project progress will require regular communication with counterparts from WWF-Myanmar and WWF-Thailand, and reporting to the WHH Regional Project Manager.
- 2. External:** Interact with donors, government representatives from local and provincial level, NGO partners, communities, private sector rubber plantation companies and economic land concessionaires.

IV. WWF's Mission and Values

- It is part of every staff member's terms of reference to contribute to WWF's 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:
 - a. Conserving the world's biological diversity
 - b. Ensuring that the use of renewable natural resources is sustainable
 - c. Reducing pollution and wasteful consumption.
- It is also part of every staff member's terms of reference to embody WWF's values of; passion, optimism, credibility and accountability, to work through challenges to deliver results and inspire perseverance among our conservation peers.

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.