

JOB DESCRIPTION

Position title: Project Manager, Biodiversity Engagement Facilitation (BIODEV2030) project, WWF-Viet Nam
Reports to: New Deal for Nature & People Lead, WWF-Viet Nam
Supervises: Project Admin Officer, Consultant/s
Location: Hanoi, Vietnam
Date: December, 2020

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.

II. Brief background and Mission of the Department:

Despite decades of effort, global trends on the loss of nature remain deeply worrying. Unquestionably, stopping biodiversity decline to secure the sustainable provision of vital ecosystem goods and services that underpin humanity's sustainable development is an imperative.

To escalate the challenge to the top of the global agenda in 2020, WWF launched an ambitious, integrated network initiative to: (1) radically escalate the political relevance of nature; 2) galvanize a cohesive movement across states and non-state actors to drive change; and 3) secure ambitious commitments and strong accountability mechanisms through relevant multi-lateral and non-state mechanisms to deliver change.

WWF's work on the New Deal for Nature & People is about securing the above ambitions. It strives to mobilize key stakeholders in order to encourage global decision makers to play a leadership role. Key stakeholders include the public and civil society, business and the financial sector, as well as political players. Effectively engaging the stakeholders requires the strong involvement of teams and country offices across the WWF Network, supported by strong scientific research in order to make a strong science-based and economically sound case for urgent action.

The *New Deal* initiative will support WWF-Vietnam to contribute to stopping global biodiversity decline and promoting a New Deal to improve the integration of biodiversity in public and private decisions.

The BIODEV2030 Initiative (Biodiversity Engagement Facilitation) contributes to the *New Deal*. It will support WWF-Vietnam to engage stakeholders to contribute to bending the curve on biodiversity decline by setting national and sectoral voluntary contributions and/or platforms. To do so, the BIODEV 2030 Initiative (Biodiversity Engagement Facilitation) will support piloting scientific studies, organizing and facilitating national consultations at the sectoral level, across a number of stakeholders, public, private and CSOs, and engaging in high-level dialogues.

III. Major Functions

The Project Manager will be responsible to:

- Contribute to increasing awareness on the value and need to protect nature,
- Contribute to securing support for the New Deal for Nature and People from the public and civil society, business and the financial sector, and political actors in Vietnam,
- Support at least two economic sectors to commit to reduce their pressure on biodiversity,
- Contribute to advocacy for Vietnam's support for a strengthened post-2020 Global Biodiversity Framework with ambitious targets and robust implementation mechanisms,
- Facilitate the domestication of the post-2020 Global Biodiversity Framework.



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IV. Major Duties and Responsibilities

- Support planning, implementation, monitoring and reporting of BIODIV 2030 (Biodiversity Engagement Facilitation) initiative,
- Maintain effective and efficient project implementation accounts to facilitate easy retrieval, identification and verification of resources and expenditures related to project activities,
- Manage partnership with related Ministries, business associations and sectors, and CSO network,
- Develop ToRs for workshops, service providers or consultants, Civil Support Organizations (CSO) to assist with implementation of approved activities,
- Manage project's key scientific studies on Vietnam's Biodiversity threats and impacts made by business sectors and Voluntary Biodiversity Commitment Feasibility,
- Work to secure Vietnam's high level commitment and support toward New Deal for Nature and People,
- Work to bring Vietnam's commitment to international biodiversity forums, including IUCN World Conservation Congress, and COP15 CBD,
- Advocate 2 selected business sectors to make commitment to reduce biodiversity decline through Voluntary Biodiversity Commitments,
- Engage stakeholders in national dialogues and facilitate technical validation and national workshops,
- Facilitate field visits for internal and external stakeholders,
- Prepare requisitions for services and the purchases as agreed upon in work plans and budgets,
- Disseminate the project results and lessons learned at national, regional and international forums,
- Support for WWF-Vietnam's fundraising efforts to additional secure financial resources for the country engagement strategy.

V. Profile

Required Qualifications and Experiences

- MBA or a post graduate degree in Economics, Agricultural Economics, Natural Resource Management, Sustainable Development, or other related fields,
- Over 5 years of work experience in working with public, CSOs and private sector stakeholders on conservation and/or sustainability including significant project management experience,
- Demonstrated experience in building alliances, initiatives or platforms for change that leverage the capacity of partners, especially private partners,
- Understanding of politics and capable to work with relevant ministries and Government partners,
- Experience in public and private sector engagement on policy,
- Understanding of the importance of working alongside local communities to deliver the best conservation outcomes,
- Good overview of the biodiversity legal and institutional framework in Vietnam.

Required Skills and Competencies

- Excellent project management and proposal writing skills,
- Good at advocacy and public relations,
- Capable to write advocacy and communications products, such as policy brief, op-ed, PR, web stories,
- Evidence of agile proactive thinking combined with an optimistic approach within a realistic framework
- Excellent communication and organizational skills; Strong team player and internal organizational networker
- Good researching skills or experience in managing commissioned researches,



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- Capable to facilitate national scientific workshops and multi-stakeholder dialogues,
- Fluency in English,
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- 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.

VI. Working Relationships

Internal: The Project Manager will work closely with the New Deal for Nature Lead, WWF-France, Senior Management Team and relevant WWF network staff.

External: Public authorities, business leaders, scientists, mass media, and CSO networks.

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.