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**WWF BHUTAN**

**Job Opening**

**Job Title** : **Program Coordinator**

**Job Family** : **Conservation Program**

**Career Level** : **Manager**

**Reports to** : **Conservation Director**

World Wildlife Fund (WWF), one of the world’s leading conservation organizations, seeks a Program Coordinator, for our office in Bhutan. We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the **WWF Core Values**:

***COURAGE:*** We demonstrate courage through our actions, we work for change where it’s needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.

I**NTEGRITY:** We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on facts and science to guide us and to ensure that we learn and evolve.

***RESPECT:*** We honor the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.

***COLLABORATION:*** We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

1. **Main Function**

The Program Coordinator for IKI Living Landscape project will be responsible for the coordination and management of the *IKI Living Landscape: Securing Conservation Values (HCV) in the south-western Bhutan Project* and will ensure the delivery of the project outputs and milestones as per agreed project plan.

In consultation with the Conservation Director and the project coordination team in WWF Germany, he/she will work closely with the project partners (namely the Department of Forests and Park Services, National Land Commission Secretariat and Tarayana Foundation) to plan and implement the project activities and ensure the project’s personnel and financial resources are used in an effective, accountable and consultative manner, according to WWF and donor’s regulations.

He/she will also work closely with the program and practice leads (including Finance, Monitoring & Evaluation Safeguard, gender expert and Communication) to deliver the project outputs and outcomes in alignment with the overall strategic plan of WWF-Bhutan.

1. **Key responsibilities:**
2. ***Project Planning***

* Develop comprehensive/detailed annual project work-plans and budgets that include all project activities and roles and responsibilities of the stakeholders and setting-out corresponding milestones.
* Coordinate review of project implementation.
* Provide strategic directions to overall project management and guide project team.
* Ensure ESS and Gender mainstreaming and mitigation plans in all projects.

1. ***Project Implementation***

* Manage and coordinate the implementation of the respective activities based on the relevant project documents, including, as needed, supervision and guidance of other project staff, consultants and experts with a view to achieving project results;
* Ensure effective project management by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project progress through monitoring, evaluation and reporting
* Liaise with the relevant institutions (external/ internal) to seek technical support.
* Function as Secretary to the Project Advisory Committee (PAC)
* Develop and initiate mechanisms to continuously enhance performance of on-going projects
* Conduct a mid-year review of the project status with stakeholders and provide recommendations and solutions to project issues and risks and coordinate the implementation of the respective activities based on the relevant project documents.

1. ***Monitoring and Reporting (Programmatic and Financial)***

* Coordinate with MES for ensuring project M&E processes
* Approve invoices against work orders on project related purchases/procurements
* Manage and monitor project risks initially identified, submit information on the new risks and take necessary steps to mitigate risks including grievance mechanisms.
* Monitor progress of programmatic output and projects and ensure compliance with agreed Project Procedures.
* Ensure timely technical and financial reporting from projects and fund disbursements to the projects.
* Monitor the project implementation progress and key event as per the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports.
* Ensure adherence of project activities to the existing financial, procurement and administrative processes that are in line with prevailing WWF policies and processes and at the same time, observe the project timelines.
* Regularly visit project sites to confirm the smooth implementation of planned activities and investments;
* Quarterly update the technical, financial reports and project details in Conservation Project Management in INSIGHT

1. ***Coordination and Communication***

* Coordinate effectively with M&ES Unit to provide technical inputs for research, planning and management services of projects.
* Communicate effectively with internal and external partners including government and non-government agencies for implementation & management and leveraging of project activities.
* Develop and maintain records of meetings, workshops, conferences
* Liaise with Comms and MES on project requirements.

1. ***Partnership development***

* Meet and visit regularly the in-country project Agreement Parties and relevant stakeholders to deliver the Agreement.
* Support the Conservation Director in developing and increasing partnerships.
* Maintain regular coordination among project partners/donors to ensure coherence and complementarity of project activities;
* Identify opportunities for deepening the cooperation and recommend adequate approaches to deal with different stakeholders.

1. **Minimum Qualifications**

***Knowledge***:

* Minimum of a Post Graduate degree (MSc. or equivalent) in forestry, natural resource management, conservation, or a relevant field.
* Strong knowledge and understanding of Bhutan’s natural resource management regimes, programs and policies including ecology and conservation issues

***Experience***:

* At least 7 years of similar work experience is required.

-Past experience in managing donor-funded large projects, particularly natural resource management or conservation projects

-Past experience working with and managing diverse stakeholders and partners.

***Skills and Abilities***

* Excellent written and oral English communication and organizational skills. Proficiency in Dzongkha and other national languages is necessary. Communicates clearly and concisely orally and in writing.
* Must have strong project management skills, and the ability to work on initiatives with multiple and competing priorities while delivering technical oversight, administration, and financial management.
* Candidate should be able to work independently with minimum supervision and guidance from supervisors.
* Ability to develop and coordinate programs and activities and to work effectively with a wide variety of partners and disciplines.
* Ability to work under pressure and motivate the team, staff and stakeholders.
* Strong interpersonal and teambuilding skills for partnership development and management
* Is a team player and respectful of human and cultural diversity.
* Technical skills in the field of natural resource management such as remote sensing /GIS will be an added advantage
* Must be able to travel to field offices and project sites.
* Committed to building and strengthening a culture of inclusion within and across teams.
* Identifies and aligns with WWF’s core values: Courage, Integrity, Respect, and Collaboration:
  + Demonstrates courage by speaking up even when it is difficult, or unpopular.
  + Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
  + Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
  + Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individuals.