

**WWF NEPAL
POSITION DESCRIPTION**

Name	:	
Position Title	:	Program Associate – Forests
Reports to	:	Head of Forests & Landscape Programs

I. Major Functions:

Under the direct supervision of Head of Forests & Landscape Programs, the Program Associate-Forests will be responsible for planning, monitoring, and reporting of forest programs and associated projects. S/he works in close coordination with thematic teams, crosscutting teams, field project teams, implementing partners, and stakeholders for effective implementation of the program and the projects.

II. Major Duties and Responsibilities:

1. Planning and implementation

- Develop and review workplans for forest program and associated projects in consultation with forest and landscape lead, goal leads, crosscutting teams, and field project teams
- Provide technical support for effective implementation of forest and landscape programs and associated projects in the field
- Prepare and review annual budget for forest program/projects in consultation with forest and landscape lead, goal leads, project leads and field project teams
- Take responsibility of tracking budget of forest program and associated projects
- Ensure WWF and donor compliance while planning and implementing program
- Integrate environmental and social safeguard components in program planning and implementation

2. Coordination

- Establish coordination with thematic teams, crosscutting teams, monitoring team, operations team and other teams of WWF Nepal and with field project teams
- Frequently coordinate with partners including government agencies and donors
- Establish strong coordination with implementing partners, local communities, and other relevant stakeholders

3. Monitoring and Evaluation

- Monitor program and projects at output and outcome levels and provide regular feedback to the supervisor for strategic direction
- Document innovations and lessons and incorporate in the next period of planning
- Track program/projects and make periodic budget forecast
- Make regular field visits to designated project sites as deemed necessary
- Support supervisor and monitoring team for project evaluations as necessary

4. Program Development

- Support forest and landscape lead and program development team in identifying challenges and opportunities and contemporary issues and in developing proposals for fundraising
- Be innovative in envisioning the expansion of programs/projects

5. Reporting

- Support in preparing annual and periodic technical reports of forest program and associated projects to submit to the donors, government agencies and WWF Network
- Provide technical support to field project team and implementing partners in writing quality reports as per the requirement of WWF and donors

6. Communication

- Establish strong communication with WWF staff in the center and in the field
- Frequently communicate with field project teams and implementing partners for program/project implementation
- Ensure timely production and dissemination of relevant publications.

7. Policy

- Remain informed and updated on forest, natural resources and environment related policy issues
- Provide timely feedback to supervisor to address such issues while developing and implementing programs/projects

8. Other Duties

- Perform any other duties as deemed necessary by supervisor.

III. Supervisory Responsibility: None

IV. Working Relationships:

Internal: Interacts with field project teams, goal leads, project leads, cross-cutting units within WWF.

External: Interacts with implementing partners and consultants.

V. Minimum Work Requirements:

Knowledge: Bachelor's degree in Forestry, or a related field.

Experience: At least 2 years of working experience in the field of forestry and natural resource management with knowledge of project planning, implementation, and reporting.

Skills and Abilities:

- Excellent communication skills both in technical writing and speaking, project management, adaptative management and competence in MS office packages including Excel.
- 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.

**Accepted by
Employee:** _____

August 2023

Supervisor: _____

Approved by
Country Rep: _____