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**WWF BHUTAN**

**Job Opening**

**Job title :**  Program Associate

**Job Family :** Field Program Group

**Career Level** : Officer Junior/Specialized Admin Support– Program

**Time Period** : 20 months with effect from 1 January 2023

**Reports to** : Project Manager

World Wildlife Fund (WWF), one of the world’s leading conservation organizations, seeks a Program Associate, 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**

Under the supervision of the Project Manager, the Program Associate will provide administrative and logistics support for the implementation of Illegal Wildlife Trade project activities related to a cooperative agreement between WWF and the Bureau of International Narcotics Law Enforcement Affairs (INL) US Dept. of State and the Wildlife program at WWF Bhutan.

1. **Key responsibilities:**
2. ***Project Implementation***
* Liaise with the Program Secretary on the procurement of project equipment
* Maintain and update project inventory
* Work with the Project Manager and Program Officer of the Wildlife program to build common understanding and coordination on project activities
* Provide administrative support to the organization of conferences, workshops, other national and international events.
* Schedule and prepare note and agenda for project meeting/workshops/conferences
* Coordinate logistics for travels and meetings for meeting and workshop participants.
* Provide logistics and administrative support for external visitors of the program department (for e.g. Processing visa/ permits/tickets/accommodations) and support in preparing of background materials, briefs and information kits for visitors
1. ***Monitoring and Reporting (Programmatic and Financial)***
* Coordinate with MES for ensuring project M&E processes and assist Project Manager in M&E of project activities
* Prepare consolidated monthly expenditure statements
* Support the Project Manager on timely delivery of technical and financial reports to WWF US
* Verify invoices against work order on project related purchase /procurements
* Facilitate Project Auditing by internal and external auditors.
1. ***Coordination and Communication***
* Work with Operations towards ensuring accurate and timely reconciliation of all funds and reporting
* Perform other duties as requested
1. ***Partnership development***
* Meet and visit relevant stakeholders to ensure the delivery of the project results.
* Maintain regular coordination among project partners/donors to ensure coherence and complementarity of project activities.
1. **Minimum Qualifications**

***Education* -** Minimum of a Bachelor’s degree with related field experience.

***Experience***: At least 3 years of similar work experience is required.

***Skills and Abilities***

* excellent written and oral English communication skills. Proficiency in Dzongkha and other national languages is necessary.
* ability to analyze problems and work around obstacles, offering a range of appropriate solutions.
* ability to work under pressure and maintain high level of concentration.
* ability to work as part of a team.
* ability to maintain strong relationship with partners.
* willing to learn new skills.
* highly organised with excellent attention to detail.
* ability to work independently – with minimum supervision and guidance from supervisors.
* 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 individual.