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**WWF BHUTAN**

**Job Opening**

**Job Title** : Project Manager

**Job Family** : Field Program

**Career Level** : Field Officer/Spec – Program

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

**Reports to** : Program Specialist Wildlife and Forest Practice

World Wildlife Fund (WWF), one of the world’s leading conservation organizations, seeks a Project Manager, 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 Project Manager serves as part of the conservations department, and he/she is responsible for coordinating and managing all project activities related to cooperative agreement between WWF and the Bureau of International Narcotics Law Enforcement Affairs (INL) US Dept. of State to support conservation in the South Asia Region. The goal of the project is to galvanize greater understanding and action at local, national, and regional levels in combating Illegal Wildlife Trade of the iconic and endangered wildlife species

In close collaboration with other functions of the office, the regional focal points, and WWF US focal points, he/she will be responsible for planning, implementation, monitoring & reporting, and communication of project activities and outcomes.

1. **Duties and responsibilities:**

The Project Manager will oversee grant and consulting contracts, procurements in coordination with WWF in-house staff, and collaborate with partner organizations following WWF field operation regulations and INL policy.

1. ***Project Planning***

* Develop comprehensive/detailed annual project work-plans and budget including all project activities and roles and responsibilities of the stakeholders and setting-out corresponding milestones. following WWF field operations policies and procedures
* Coordinate review of project implementation
* Liaise with the relevant institutions (external/ internal) to seek technical support.
* Liaise with the focal points of India and Nepal to ensure all project activities are well coordinated with the regional activities.
* Ensure ESS mainstreaming and mitigation plans in all projects

1. ***Project Implementation***

* Manage, coordinate, supervise project activities and provide technical oversight. Ensure project complies with WWF and INL policies and regulations.
* 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.
* Determines the material needs of the project; develops/updates procurement plan for approval by WWF; and arranges for procurement of equipment. Ensures that a project equipment inventory is maintained.
* Coordinate closely with the Project Manager and focal points at WWF US ensuring all project requirements are met.
* Liaise with the relevant institutions (external/ internal) to provide technical support.
* Develop and initiate mechanisms to continuously enhance performance the project.
* Participate in regular virtual meetings/face-to-face meetings with donor offices/regional project team/project partners as required.

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

* Coordinate with MES for ensuring project M&E and ESSF processes for the project.
* 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 physical and financial progress as per the work-plans and set deadlines including monitoring of expenditures against budget and account to ensure the accuracy and reliability of financial reports.
* Quarterly update the technical, financial reports and project details in Conservation Project Management in INSIGHT
* Manage and monitor project risks initially identified, submitting information on the new risks and take necessary steps to mitigate risks.
* Ensure adherence of project activities to the existing financial, procurement and administrative processes that are in line with prevailing WWF policies and procedures and at the same time, observing the project timelines

1. ***Coordination and Communication***

* Coordinate effectively with MES to provide technical inputs for research, planning and management services of projects
* Communicate effectively with internal and external partners including government agencies for implementation & management and leveraging of project activities.
* Liaise with Comms, MES and Operations on project requirements

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.
* Identify opportunities for deepening the cooperation and recommending adequate approaches to dealing with different stakeholders

1. **Supervisory Responsibility**

The project managers will closely supervise the program associate who will assist him/her in implementation and coordination of the project.

1. **Minimum Work Requirements:**

***Knowledge***: Minimum of a bachelor’s degree or equivalent preferably in natural resource management, environmental management, forestry, or sustainable sciences.

***Experience***:At least 5 years of work experience on project management (Conservation projects) is required. Preference is given to the demonstration of the capacity to manage large aid agency-funded projects

***Skills and Abilities***

* Excellent written and oral English communication 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.
* A problem-solving and positive attitude, including a strong level of emotional intelligence with an understanding of how her/his emotional responses impact others positively and negatively.
* Able to accurately plan, schedule and budget projects and activities.
* Committed to building and strengthening a culture of inclusion within and across teams.
* Should be able to work independently with minimum supervision and guidance.
* Experience in cross-sectoral collaboration, facilitation of partnerships.
* Must have good interpersonal and networking skills, diplomacy and flexibility
* Must be able to travel to the field offices and project sites.
* 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.