



WWF-Laos

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JOB DESCRIPTION

Position title:	Project Manager Xebanghieng, Freshwater Landscape, WWF-Laos
Reports to:	Freshwater Lead, WWF-Laos
Supervises:	Programme Coordinator, Administration Officer, volunteers / interns when required
Dotted line supervises:	Finance Officer
Grade (Career level):	Manager 1 (M1)
Division:	Freshwater
Department:	Conservation
Location:	Savannakhet Office - with some travel to field
Date:	January 2022

I. Background

WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane in 2001. Since then, our team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane, Savannakhet, Champassak, Salavan and Sekong provinces. WWF-Laos is part of WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at <http://www.wwf.org.la/>.

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR.

WWF's vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

WWF's interventions in the Freshwater Landscape are currently supported by two projects, but aims at growing over the coming months and years:

- 1/ Strengthening food security and resilience of rural communities along the Xebanghien River through biodiversity-conserving fisheries co-management, Lao PDR" (or Xebanghien II) project, funded by the BMZ and
- 2/ the Lao Thai Fisheries Project phase 2, funded by WWF Switzerland and WWF Singapore, on the Mekong River. Both projects focus on the protection and improvement of freshwater resources in the Middle Mekong. To this end, jointly managed Fish Conservation Zones are to be established, the livelihood of the population is to be secured through higher fish stocks and alternative sources of income, and research on specific species is to be carried out.

The post holder will be based in Kaysone District of Savannakhet Province and will work in close coordination with the Landscape Manager, and the Program Coordinator, as well as all the Freshwater Team members and Operational Teams from the Vientiane Office.

I. Major Functions

The Xebanghieng Project Manager is responsible for the implementation of the Xebanghieng Project as part of WWF Laos' Freshwater Programme. She/ he is responsible for ensuring the implementation of all project activities in respect to the donors' agreement and MoUs, the harmony within the freshwater team and with the related other departments, liaising with the government counterparts for the daily coordination and for several important matters including MoUs, and managing all the program budget with efficiency and quality.

II. Major Duties and Responsibilities

- Direct management of the Program Coordinator and the Administration Officer and dotted management of the Finance Officer based in Savannakhet;
- Provide guidance, coaching and support to the project team and is ultimately responsible for completing their deliverables, ensure smooth and regular coordination with the relevant staff of the Vientiane Office;
- Responsible for the project's budgets, ensuring that the funds are used efficiently at all times, and according to the agreements with donors and internal rules and regulations;
- Review all work plans presented by the Programme Coordinator and project teams to ensure efficiency, provide support where needed;
- Responsible for networking with CSOs/ NGOs and other potential partners;
- Prepare 3/6-monthly and yearly technical reports against the approved work plans and budget plans, as per donors' requirements and submit timely to the Freshwater Lead;
- Coordinate with the Government counterparts at central, provincials and districts level to obtain all the necessary documents for the project's smooth implementation (MoUs, permits, etc.), ensure daily coordination and communication with the government counterparts, ultimately responsible for the smooth and regular coordination with the different program counterparts;
- Report on activities' implementation and project achievements to the Government counterpart at central, provincial and districts following their requirements and on a timely fashion; prepare expenditure reports for donors and Government counterparts;
- Monitor and review the quarterly and annual budget expenditure reports; provide recommendations/ feedback;
- Participate in the recruitment and selection of staff under supervision and consultants;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities and Donor's support;
- Work closely with the Freshwater Lead to help keep track of the progress, document the lessons learned, improve as an individual and as a team or work on any requested work;
- Be present and participate actively at the monthly staff meetings;
- Be responsible of performance appraisal for staff under her/his supervision;

III. Profile

Required Qualifications

- Minimum Bachelor's degree in either watershed management, fisheries, conservation, natural resources management, or in other relevant fields
- Qualification in Project Management is preferred.

- 5 years of practical experience in managing water conservation or related projects in either INGOs or bilateral development agencies;
- Knowledge of the policy/institutional context related to fisheries and conservation;
- Experience in conducting studies and coordinating research activities;
- Proven experience in budget management and activity planning.

Required Skills, Competencies, Behaviour and Attitude

- Very good written and spoken English and Lao languages;
- Proven capacity to work efficiently with senior Government officials, local authorities and technical agencies, local communities and donor representatives, experience in obtaining an MoU is an advantage;
- Proven ability to work in a multicultural environment;
- Striving to develop a sense of team with both staff under supervision and managers;
- Proven ability to work under minimum supervision and take initiative while keeping in check all relevant regulations and organization's policies;
- Willing to learn and continue to learn.

IV. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with the Freshwater Lead, Conservation Director, Country Director, Technical Advisors, Project Managers, Province Coordinators, and Regional Technical Advisors. Engage with and support all WWF-Laos staff and WWF-Thai Fisheries staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on an ad-hoc basis.

V. WWF's Values & Behaviours:

- Adhere to WWF's values: Courage, Respect, Collaboration and Integrity.
- Demonstrates WWF core value in action of working:
 - 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.
 - 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.
 - We honour the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.
 - We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

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.