**JOB DESCRIPTION**

**Position title**: Project Manager (Protecting and Conserving Critical Areas)

**Directly report to**: Inclusive Conservation Lead, WWF-Myanmar

**Technically report to:** Conservation Director

**Duration:** 1 year with possible extension

**Supervises**: n/a

**Location**: Myanmar with regular travel to Southeast Asian countries and project sites

**Background**

WWF, an independent conservation organization active in nearly 100 countries, works to sustain the natural world for the benefit of people and wildlife. WWF-Myanmar, established in 2014, is focused on halting the loss of the country’s extraordinary biodiversity and ensuring that human use of the country’s natural resources is sustainable and equitable. Preserving the environment in which people live and work is critical for health and wellbeing. Find out more at [www.wwf.org.mm](http://www.wwf.org.mm/).

1. **Major Function**

The Project Manager is responsible to oversee the implementation, coordination, and communication to ensure effective implementation of project plans in Myanmar. This includes partnership development and networking relating to the project, especially with multiple agencies and stakeholders as well as taking the lead in managing activities that directly or indirectly support the implementation of the project.

1. **Major Responsibilities**

**Project implementation**

* Ensure effective implementation of project activities in accordance with the country workplan and budget.
* Develop country level project activities, work plans, and budget in consultation with regional project manager, conservation director, inclusive conservation lead and finance manager;
* Build and maintain relationships with regional and national project partners, stakeholders and groups to foster effective implementation of the project and WWF’s landscape conservation strategies.
* Lead the organization of workshops, meetings and any major activities related to building capacities of partners on landscape conservation.
* Organise and participate in field visits by project donors, implementing partners, or other organisations as needed.
* Ensure the timely submission of technical progress and financial reports to regional project manager and donors.

**Coordination and representation**

* Coordinate with regional project manager, project manager from respective country offices and other WWF-Myanmar staff to review requests for activities/proposal and budget revisions, realignments and other grant modifications.
* Establish and maintain effective relationships with key programmatic counterparts, including implementing partners, donors, and - others
* Represent WWF-Myanmar in various forums, conferences, and meetings to communicate policy positions and conservation priorities.
* Communicate and coordinate with other relevant organisations.
* Ensure timely and accurate flow of information relevant of the Project to other staff.

**Communication**

* Provide inputs to communications products/campaigns to ensure appropriate, relevant, and accurate information will be published to promote the image of the organisation and project activities.
* Disseminate any technical reports to relevant institutions and stakeholders.

This TOR 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 organisational needs.

1. **Working Relationships**
2. **Internal**

* WWF **Asia Pacific:** Interact on a regular basis with Conservation Director, other Programme Managers, Head of Programme, Consultants and Technical Advisors at regional and country levels. Engage with and support WWF-Myanmar staff
* WWF **Network**: Liaise with relevant teams to provide inputs and seek support as required

1. **External**

* Interact with implementing partners.
* Interact with donors.
* Interact with all relevant stakeholders at all levels in the landscape.
* Interact with other organisations on an ad-hoc basis.

1. **Required Qualifications**

**Education**

* Master’s degree in natural resources management, forest conservation and management, environmental or conservation management, livelihoods and rural development, bioregional planning, development studies, or in relevant fields.
* A Bachelor’s degree with relevant work experience comparable to a Masters will also be considered.
* Qualification in Project Management.

**Knowledge**

* Excellent understanding of Global Biodiversity Framework particularly the Target 3
* Strong understanding of global policies and guidelines on protecting and conserving critical areas and other inclusive conservation models;
* Good understanding of other global policy frameworks/platforms;
* Knowledge of conservation, livelihoods, and natural resource management matters and relevant principles ;
* Thorough understanding of socio-economic, conservation and development matters in Myanmar;
* Knowledge of the principles -institutional context related to conservation and the development partners, donor institutions, and the not-for-profit sector in the landscape;
* Knowledge of the realities of development partners, donor institutions, and the not-for-profit sector
* Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations;
* Landscape/land use planning, and GIS knowledge and skills are an advantage;

**Experience**

* 5 years of practical experience in leading and managing programme or project, 2 years of which should be in a related landscape or Mekong region;
* Proven experience of managing programmes funded by a diversity of sources including aid agencies, private sector donors;
* Experience of working in multi-cultural environment and international organisations;

**General Skill**

* People management, coaching and capacity building/development
* Networking and influencing
* Financial management
* Presentation and communications
* Fluency in written and spoken English

**Technical Skill**

* Project management
* Report writing
* Problem solving and conflict management
* Monitoring and evaluation is preferred

**Ability**

* Working under pressure and with minimum supervision and staying on task
* Traveling frequently

1. **WWF's Mission and Values**

It is part of every staff member's terms of reference to contribute to **WWF's mission**:

WWF’s mission is to stop the degradation of the earth’s natural environment and to build a future in which humans live in harmony with nature by:

- conserving the world's biological diversity

- ensuring that the use of renewable natural resources is sustainable

- reducing pollution and wasteful consumption.

It is also part of every staff member's terms of reference to embody WWF's values, which are Courage, Collaboration, Respect and Integrity.

**Closing Date: 23 April 2024 (Tuesday)**

Interested candidates should email [vacancy.mm@wwf.org.mm](about:blank) or send a hard copy cover letter and curriculum vitae in English to 164 (A+B) Dhammazedi Road, Bahan Township, Yangon, stating the applied position title. Email application documents should be addressed as Document\_Your fullname.

WWF do not discriminate the applicants based on race, gender, religion or sexual orientation. ALL are encouraged to apply.

Only short-listed candidates will be contacted.