

## JOB DESCRIPTION

<b>Position title:</b>	Junior Project Officer - Ocean Practice, WWF-Vietnam
<b>Reports to:</b>	Project Managers
<b>Supervises:</b>	N/A
<b>Location:</b>	Phu Quoc, Kien Giang
<b>Date:</b>	January 2019

### I. Background

WWF was one of the first international non-governmental organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

Currently, waste in general and plastic pollution in specific have emerged as one of the biggest environmental challenges of our time. About 150 million tonnes of plastic waste are in the ocean, with another eight million added every year (Jambeck et al., 2015) and by 2050 there would be more waste than fish in ocean (World Economic Forum, 2016) if the consumers' perception has not shifted toward a greener style. Especially, the challenge is expected to become considerably more serious with continued population growth, urbanization and production and consumption of plastics. Vietnam, recently, has ranked 4 in the top 5 countries discharged the most plastic waste into the ocean (Georgia University's research, 2015). Plastics convenience and low price, coupled with poor waste management in the country result in a significant contribution to global ocean plastics. In addition to the environmental and economic impacts in which tourism and fishing industries are two of the direct sectors will be affected devastatingly, there is an alarm on plastic pollution's impacts on human health. Currently, it can be found in the place that people least expect, for example food, or drinking water. Therefore, it could be said that the cycle of plastic does not end up at the waste dumping site, but human body.

WWF, as the leading conservation organization globally, has taken the plastic waste issue seriously. WWF has set the ambitious global target of reducing plastic leakage into the ocean by 50-100% by 2035 and WWF-Vietnam is a key part of that initiative. Since April 2017, the WWF global network has executed on our strategy by developing WWF's Plastic Pollution Free Cities across the globe. WWF offices and partners are building learning community to share best practices on plastic litter solutions in both marine and freshwater environments.

Aiming at driving a nationwide perception shift within Vietnamese society on the consumption of plastic products as well as waste management through improved awareness and understanding of the impacts of plastics/waste pollution and deliver behavior change messaging and institutional change to reduce plastic inputs into the environment, different projects have been conducted throughout the countries, in which a series of activities engaging multi-stakeholders include decision-makers, local communities, hot influencers (KOLs), private sectors, media and different groups of target audiences has been implemented. Via addressing the root-cause of waste discharge by targeting the consumption of non-recoverable and single-use plastic as well as engagement of different target groups in the citizen science approach, we believe in a long-term sustainable impacts.

### II. Major Functions

The Junior Project Officer is in charge of the field implementation of activities and projects/ programs, in Phu Quoc island, that he/ she is assigned to in compliance to donor's and WWF's requirements/ policies, with good quality (as working conditions allows) in a timely manner.

Currently, the Junior Project Officer is assigned to the USAID project "*Phu Quoc – Towards a Plastic Waste Free Island in Vietnam*" that started in June 2018; and it is subjected to changes depending on fund availability<sup>1</sup> under the program.

---

<sup>1</sup> Particularly, under the Ocean Program, there may be some projects running at the same time

### III. Major Duties and Responsibilities:

- Work with the street shops to ensure the target of at least 30 shops committed and practiced to reduce plastic waste in their daily business.
- Support and work closely with the other staff in the same project, supporting him/her in his/her daily work in order to achieve the project goals and outputs
- Provide technical inputs, support to the planning and implementation of the projects/program activities in an objective-oriented manner, including quality assurance.
- Attend training courses, workshops as representative for the project manager when required
- Assist to and co-work with the supervising Project Managers (and others relevant staff) in planning and monitoring (financial and technical), facilitating the implementation in compliance with donor's and WWF's requirements/ policies and in line with the planned progress.
- Contribute to the Ocean Practice strategies, work-plan, program development, and other relevant activities as needed
- Other tasks assigned by supervisors as appropriate

### IV. Profile

#### Required Qualifications

- College or Bachelor degree
- Knowledge on working in communication, waste reduction/management is advantage

#### Required skills and Competencies

- Can-do attitude and result-oriented communication mind-set
- Organising / planning and problem-solving skills
- Communication skills on behavior change
- Good presentation, training skills, report writing skills
- Good in written and spoken English
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

### V. WORKING RELATIONSHIP

1. Internal: work in close collaboration with project staff, finance team of WWF Viet Nam and international colleagues. Engage with and support WWF Viet Nam staff
2. External: liaise and work with Government agencies, communities, partners, private sectors, consultants and related stakeholders

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.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_