

JOB DESCRIPTION

Position title:	Project Manager, Building Plastic Pollution Free Communities project, WWF-Vietnam
Directly reports to:	Oceans Practice Coordinator, WWF-Vietnam.
Supervises:	Project Officer and consultants
Validity:	October 2018
Location:	Ha Noi or Ho Chi Minh City

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 environment 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/>

For decades, WWF has been a leader in the marine conservation space via developing Marine Protected Areas, protecting endangered marine species, working on sustainable fisheries and supporting coastal communities. The emergence of the ocean plastics issue in recent years has become a key conservation issue for the WWF Network. WWF-Vietnam is a key part of that initiative.

Plastic in all forms and shapes of cheap- and even free- single use products like nylon bags, bottles, cutlery, etc. is no longer a mere material amenity. About one third of plastic production is single-use, providing a momentary convenience before being discarded. The straw in an average drink will be used for just a few minutes, but in the environment, it will last beyond our lifetime. Now this convenience has turned into a crisis. Our oceans have been used as a dumping ground. In cities, plastic waste clogs drains causing floods and breeding disease. Consumed by livestock, it also finds its way into the food chain. Plastic is so ubiquitous in our environment that it is found in places where people least expect it. Today, plastic is being detected at significant levels in the fish we eat, the water we drink, and even the environment in which we live.

Vietnam is one of a small group of countries that disproportionately contributes to the problem of marine plastics. In fact, 54% of the eight million tonnes of plastic waste entering the oceans each year stems from only five countries in South-East Asia- Vietnam ranks number four (according to a research of Georgia University in 2015). Plastics convenience and low price have ensured that Vietnam consumers are constantly contributing to plastic pollution.

Working towards the betterment of Vietnam and the Vietnamese people, WWF is partnering with a leading multi-national company to develop a 3-year project called “Building Plastic Pollution Free Communities” to address these local pressing issues in plastic waste.

The goal of the project is to drive a nationwide perception shift within Vietnamese society on the consumption of plastic products through improved awareness and understanding of the impacts of plastics on our environment, health, and wildlife; and to deliver behaviour change messaging and institutional change to reduce plastic inputs into the environment.

II. Join Us in This Exciting Journey

You will work on an exciting platform where you are to lead engagement with senior management, corporate professionals at target companies, teachers and kids at selected schools, local consumers from different market segments, and the general public, as well as governmental agencies. Your journey in this cause with WWF and WWF’s corporate partners aligns with the journey that Vietnam, as a country, needs to take. You will work side by side with WWF’s technical lead to drive these needed behavior changes through communications, education, and technical initiatives which result in impacts that are expected to be throughout and even beyond project timeline. You are expected to inspire and motivate each and every individual you reach through your communications and technical work to be a change maker in their own personal lives and in their institution. Your role will also be significant in working with companies during their operational practices transformation.

It’s great if you are already master in environmental issues but if you are not, we will train you!

If you are passionate about communications, nature, and the environment this job is for you.

III. Main Function:

Project Manager (PM) will be responsible for overall project management, including: budgeting, planning, management, monitoring and reporting, achieving the project's goals and targets, and ensuring all activities are in compliance with the project document, WWF's contractual obligations, and donor's requirements.

You will also take full responsibility for technical, financial and administrative aspects of the project and ensure close collaboration among WWF, partners, and relevant stakeholders.

III. Major Duties and Responsibilities:

- Work closely with donors to ensure proper oversight of project activities and results
- Management and coordination of the overall project activities, including budgeting, planning, management, monitoring and reporting, etc.
- Prepare and update the project operational plan, including cost control and budget compliance
- Design and organize public campaigns to drive behavior changes in the areas relating to plastic waste reduction
- Organize and conduct communication activities with the engagement of various channels of media (social media, traditional media), and Key Opinion Leaders (KOLs) for wider impacts
- Develop and lead the implementation of a series of high profile national-level events, and local events to raise public awareness and drive for behavior changes.
- Lead the implementation of environmental education activities with school teachers and children
- Work closely with business partners, conduct a technical training program with corporate staff, and facilitate their engagement and participation in an effort to achieve the common goal of the project.
- Manage selected agencies to ensure the project activity deliveries

IV. Profile:

Required Qualifications

- Bachelor's degree in Communications, Campaigning, Marketing, PR or in other relevant fields;
- 5 years applied experience in similar communications;
- Qualification in Project Management is an advantage
- Understanding of social media platforms in Vietnam;
- Knowledge of the media and PR sector in Vietnam;
- Familiarity with conservation and natural resource management issues;
- Proven success record in behaviour change communications;
- Extensive relations with the media and creative agencies;

Required Skills and Competencies

- Project management skills;
- Problem solving and management of conflict and risk skills;
- Ability to work under pressure;
- Excellent presentation, communications, and public speaking skills;
- Influencing & Networking skills;
- Fluency in written and spoken English;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal : Interact on a regular basis with Technical, Financial, Communications, and Corporate Partnership teams and other staff of the Vietnam Country Office;

External : Work with donors, governmental agencies, related organisations, and partners

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: