

JOB DESCRIPTION

Position title:	Project Officer, Building Plastic Pollution free Communities project, WWF-Vietnam
Reports to:	Project Manager
Supervises:	N/A
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 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/>

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 now found in places where people least expect it. Today, plastic is being detected at significant levels in the fish we eat, our tap water and bottled water and the environment in which we live.

Vietnam is one of a small group of countries that disproportionately contribute 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. Major Functions

The Project Officer will provide support to the Program Manager in the planning, management, implementation, monitoring, and reporting of projects’ activities to ensure compliance with the Project Document and WWF’s contractual obligations, and ensure close collaboration between the project and programme’s management, partners and other relevant stakeholders in the project sites.

III. Major Duties and Responsibilities:

- Work with the Project Manager and in close contact with donors, to implement activity work and plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible
- Provide inputs to the development and revision of project work plans
 - Monitor and update project budgets, advise Line Manager on spending of the budgets and assist the Line Manager in the revision of project annual budgets

- Implement the project activities, under the supervision of the Project Manager, including:
 - ✓ Design, organize and conduct public campaigns to drive behavior changes
 - ✓ Organize and conduct communication activities with engagement of various channels of media (social media, traditional media), leverage Key Opinion Leaders (KOLs), and journalists for wider impacts
 - ✓ Implementation of a series of high profile national-level events, and local events to raise public awareness and drive behavior changes.
 - ✓ Implementation of environmental education activities with school teachers and children.
 - ✓ Work closely with business partners; facilitate their engagement and participation in the effort to achieve the common goal of the project.
- Other tasks assigned by supervisors as appropriate

III. Profile

Required Qualifications

Bachelor degree in fields related to Waste management, Natural resources management, Environmental science, technology or biology

Required skills and Competencies

- Can-do attitude and result-oriented communication mind-set
- Organizing / planning and problem-solving skills
- Communication skills on behavior change
- Good presentation, training, and report writing skills
- Good 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

IV. WORKING RELATIONSHIP

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

External: liaise between and work with business staff, Government agencies, Departments of Education and Training in Hanoi and HCMC, 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: