



## JOB DESCRIPTION

<b>Position title:</b>	Coordinator, Public Sector Partnership, WWF-Greater Mekong
<b>Directly reports to:</b>	Conservation Programme Director, WWF-Greater Mekong
<b>Technically reports to:</b>	N/A
<b>Supervises:</b>	Consultants when required
<b>Technically supervises:</b>	N/A
<b>Validity:</b>	June 2012 – June 2013
<b>Location:</b>	Hanoi or Vientiane or Phnom Penh

### Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF programmes have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) and Vietnam (Hanoi), including a Regional team in the Hanoi, Vientiane and Bangkok offices. The 'WWF-Greater Mekong' was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF-Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, WWF-Greater Mekong has also developed 20 field offices across the 4 countries and 6 landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to international.

WWF-Greater Mekong has embarked on new strategic plan FY11-FY15. The new strategic plan outlines changes in the way WWF-Greater Mekong operates, both in conservation and operation aspects.

### I. Major Function

The Coordinator, Public Sector Partnership ensures that WWF-Greater Mekong develops and maintains effective Public Sector Partnerships and ensures the effective coordination, monitoring and implementation of Public Sector fund raising proposals relevant to the WWF-Greater Mekong Strategic Plan FY11-15. Although coordination of fund raising from Governments and Aid Agencies, and donor servicing is a key responsibility of the position, this goes beyond a simple funding relationship and seeks to build and maintain a true partnership arrangement between WWF and the Public Sector.

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## II. Major Responsibilities

- A. Strategy Development and Implementation 10%**
- Develop, implement, monitor, review and update PSP strategy and ensure its alignment with WWF-Greater Mekong Strategic Plan
  - Communicate the PSP strategy to all staff and ensure that it is effectively implemented and monitored
- B. Fundraising, Partnership Development and Networking 50%**
- Research and update the funding priorities of PSP donors with Strategy Managers and Technical Advisors, WWF-Greater Mekong and WWF gatekeepers in PIA offices
  - Work with the Conservation Programme Director, Country Directors, PIA shareholders/ PSP Gatekeepers, and WWF Network on the priorities of PSP donors to identify opportunities for fundraising
  - Lead the coordination and implementation of the follow up on the identified priorities of PSP donors
  - Ensure and support the effective coordination of proposal development
  - With the WWF-Greater Mekong review panel, ensure concepts and proposals meet all the requirements of PSP donors and align with the WWF-Greater Mekong strategy
  - Follow up with PSP donors on the proposals, agreements, etc. and provide update on the progress to relevant WWF-Greater Mekong staff
  - Be responsible for identifying, research, building and maintenance of satisfactory relationships with PSP partners/donors to ensure the compliance with WWF Network PSP standards and best practices
  - Develop a PSP Communications and Engagement guideline to be used internally with WWF-Greater Mekong
  - Establish contact with and be a point person for PSP partners/donors in the region
  - Promote the organisation's image and branding with PSP donor community by attendance at meetings and fora in related fields
  - Work with Communication Director on the development of appropriate communication materials e.g. programme brochures, leaflet, etc. for programme fundraising
- C. Other Technical Specifics 30%**
- Develop strategic partnership-building / fundraising approaches with PSP partners in close consultation and coordination with the WWF Network to ensure the compliance with Network Standards and best practices for engaging with PSP
  - Put in place and oversee systems that monitor partnership relations in collaboration with the Monitoring and Evaluation Coordinator (e.g., regular reviews of agreements, funding proposals, etc.)
  - Develop and maintain a database of PSP donors and their priorities
  - Provide a comprehensive advisory, technical guidance, orientation and training to managers and staff on PSP-related matters
  - Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement in the area of PSP

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**D. Monitoring and Evaluation, Reporting****10%**

- Together with the Finance and Administration Director, maintain a tracking schedule of PSP projects in WWF-Greater Mekong – detailing past, current and pipeline proposals
- Provide support to the monitoring and evaluation of PSP action plan and PSP funded projects
- Provide regular reports and analysis to the Regional Management Team (RMT) to facilitate continuous improvement
- Makes reports to WWF International, WWF Network, and WWF Asia Pacific when required
- Establish and maintain a database of all consultants used by the WWF-Greater Mekong countries to include an evaluation of their performance to guide any future use of their services

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.

**III. Working Relationships****1. Internal**

- **WWF-Greater Mekong:** Interact on a regular basis with RMT members, Strategy Managers and Technical Advisors, WWF-Greater Mekong. Engage with and support WWF-Greater Mekong staff
- **WWF Network:** Coordinate and consult with PSP Unit at WWF International and other WWF Network staff, especially those who have relations with partners in the region (e.g., PSP Gatekeepers in the National Organizations)

**2. External**

- Interact with government aid agency donors, specialists / consultants, and other stakeholders

**IV. Requirements****1. Education and Qualification**

- Master's degree in business management, conservation, development studies, or in relevant fields

**2. Knowledge**

- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations;
- Familiar with conservation and natural resource management issues and with those in Greater Mekong Region is an advantage.

**3. Experience**

- 5 years of practical experience as Fundraising Coordinator primarily from Governments and Aid Agencies for a programme or project, 2 years of which should ideally be in the Greater Mekong Region;

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- Experience in developing and writing project proposals to multi and bilateral aid agencies, trusts and foundations;
  - Successful fundraising experience with large-scale, multi country proposals (2-3 millions USD at least);
  - Experience of working and negotiating with Government and donors at all levels;
  - Proven track record in successfully managing inter-institutional relations, preferably in government aid agencies.

#### 4. **General Skill**

- Strategic thinking
- Presentation, communications, public speaking and negotiation
- Networking and interpersonal
- Fluency in written and spoken English
- Fluency in a regional language (Thai, Khmer, Lao, Vietnamese) is preferred
- Proficiency in MS Office

#### 5. **Technical Skill**

- Proposal development writing
- Report writing
- Influencing
- Virtual support
- Coordination

#### 6. **Ability**

- Engaging stakeholders at all levels
- Strong team player with ability to work in virtual teams
- Working in multi-cultural environment

#### 7. **Personality**

- Cross cultural awareness
- Diplomatic
- Persistent

### V. **WWF's Mission and Values**

1. 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 planet'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.*

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2. It is also part of every staff member's terms of reference to embody WWF's **values**. WWF's core values help describe what makes WWF a unique and special place to work. WWF's values guide individual employees, shape interactions between all employees and departments, and foster strong relationships with our external partners and supporters.

We are:

- **Engaging**  
Open, available, accessible
- **Optimistic**  
Inspiring, positive, ambitious, successful
- **Determined**  
Passionate, urgent, results-oriented
- **Knowledgeable**  
Science and facts based, wise/smart, intelligent, expert