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## **JOB DESCRIPTION**

<b>Position title:</b>	China-Africa Trade and Investment Coordinator
<b>Reports to:</b>	Leader, Coastal East Africa NI.
<b>Location:</b>	Dar es Salaam, Tanzania
<b>Term of contract:</b>	2 years fixed (with intention of renewal)

### **I. Mission of the Initiative:**

The Coastal East Africa Initiative (CEAI) is one of 13 large-scale programmes that the WWF Network is embarking on in order to achieve transformational change by working at local, national and international scales, linking work on the ground with advocacy work and engagement. The programme covers the coastal regions of Kenya, Tanzania and Mozambique.

The vision for the CEAI is that Coastal East Africa's unique and globally significant natural resource base provides the essential goods and services that support biodiversity as well as economic development and the livelihoods of present and future generations. In order to achieve this vision, WWF will work with Governments and other key partners in Kenya, Tanzania and Mozambique to implement its three main strategies:

- Strengthening natural resources governance for effective management of marine fisheries and coastal forest resources and improved effectiveness of institutions in implementation of policies and regulations
- Adoption of sustainable trade and investment approach with specific focus on shrimp, tuna and timber commodities
- Secure the remaining high value conservation areas in Coastal East Africa, through a number of initiatives, including protected areas, land use planning, REDD activities etc.

### **II. Context of the China-Africa Trade & Investment Coordinator position**

China is an important economic and development partner in Africa. In the past 10 years relations between China and Africa have moved from a focus on aid and technical cooperation towards mutual opportunities for economic growth. In 2008 trade between China and Africa reached \$106.84 billion, while China's investments in Africa have gone up from \$50 million in 2001 to \$1 billion in 2009. This trade and investment activity brings with it both threats and opportunities for sustainable development. Such rapid development will only be sustained if it is built on sound environmental principles and standards.

WWF has been active in both China and Africa for decades, and in 2009 initiated the China for a SHIFT Global Initiative (GI) to bridge traditional programme activity by working with China and its partner countries to not only directly reduce threats to biodiversity, but also to show how economic development and an increased quality of life can be achieved within the ecological limits of one planet while enabling developing countries to grow.

China is an important partner for eastern Africa. Tanzania is the largest recipient of Chinese aid and China is the second largest investor in Mozambique. The main axes of the CEAI strategy in this regard include promoting sustainable natural resource extraction (timber, oil, gas and other minerals), addressing illegal trade (timber and wildlife products) as well as policy engagement through the Forum on China-Africa Cooperation (FOCAC) as a high level platform for investment and aid decision-making.

### **III. Major functions:**

This is a senior, cross-cutting advisory role situated in CEAI, with added support to other parts of the Eastern and Southern African Programme region. The role is framed by a desire to improve governance of natural resources with a specific focus on environmental standards in trade and investment activities and with a specific focus on China-Africa relations. As such, the major functions are defined as:

- Leads the implementation and further development of the sustainable trade and investment strategy of the CEAI, with a specific focus on China
- Facilitates and provides strategic and technical guidance on the implementation of the Africa-China work streams in Africa of the China for a Global SHIFT Network Initiative
- Facilitates and coordinates the WWF FOCAC engagement processes in the CEA countries
- Develops, maintains, and supports strategic partnerships related to trade and investment in the CEA region in specific, and the wider Eastern and Southern African region in general
- Works closely with other WWF staff on policy, trade and investment between Eastern & Southern Africa, Asia, EU and the US

#### **I. Major Duties and Responsibilities:**

The main duties and responsibilities of the coordinator may be summarized as follows:

- Supports the implementation of the CEAI's work on sustainable trade and investment, in particular as it concerns China-Africa relations
- Leads implementation of priority activities in CEA as part of the larger Africa-China Strategy, in providing technical support, taking the lead in selected strategic cross-cutting regional components as agreed with regional thematic leads and country programs
- Establishes and cultivates relationships with key stakeholders to advance programme activities, especially Chinese embassies, Chinese companies, and African government officials and institutions.
- Develops strategic alliances with business and industry (including the finance and investment sector)

- Provides support to Eastern and Southern African country offices, with a key focus on the three CEA countries, for developing and implementing their FOCAC engagement plan.
- Supports the CEAI Terrestrial Programme Lead in the ongoing regional assessment of legal and illegal trade in forest products and particularly timber between CEA countries and China<sup>1</sup>
- Coordinates broader collaboration between Chinese and CEA agencies and organizations on issues such as Strategic Environmental Assessment and Green Economy
- Builds capacity on trade and investment, and in particular Africa-Asia trade relations in WWF country offices in CEA, as well as among key partners from Government and civil society
- Prepares appropriate policy, technical and briefing papers for the Coastal East Africa and China for a Global SHIFT Initiatives and the wider WWF network
- Works with the China Africa Coordinator in CARPO to ensure a smooth integration between the CEAI and the Green Heart of Africa and China for a Global SHIFT Initiatives
- Participates in a multidisciplinary virtual China-Africa team across the WWF network
- Works with WWF communications staff on outreach activities to raise awareness of this work
- Ensures the preparation and timely submission to the donors of annual work plans and budgets as well as technical and financial reports according to agreed WWF network standards
- Supports the development and implementation of relevant parts of the CEAI monitoring & evaluation plan
- Explores funding opportunities and participates in the development of project proposals to potential financial partners and funding mechanisms.

## **I. Working Relationships:**

**Internal** – Reports to the CEAI Leader and works closely with WWF staff in Kenya, Mozambique and Tanzania, the Eastern and Southern Africa Programme Officer and the China for a Global Shift implementation teams, as well as other relevant WWF offices e.g. European policy office, WWF-UK, WWF International and other Network Initiatives (in particular the Green Heart of Africa Initiative) and programmes, as well as with WWF staff on policy engagement.

**External** - Works closely with partners in governmental agencies, civil society, business, finance/investment sector, regional and international organizations in eastern Africa and beyond. Has oversight role for implementation of DFID PPA and DFID China support to WWF CEAI.

## **II. Profile:**

### **Required Qualifications**

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<sup>1</sup> Includes initiatives to develop links between China State Forest Authority and CEA forest agencies for sustainable forest management based on certification; and particularly the options of viable certification/chain of custody systems in the timber trade such as FSC or similar with Chinese private sector in CEA (also links with CARPO-GHoA certification initiative Africa-China).

- A minimum degree of MSc in environmental management, economics, trade, business or a relevant field
- A broad understanding of natural resource related issues
- At least 10 years of professional experience, ideally in the international / regional policy environment with proven ability to engage at senior levels of business and government – preferably internationally
- Experience and knowledge of Government processes and policies and the use of policy assessment tools
- Strong understanding of trade and investment flows between Africa and Asia, environmental standards and trade, business and sustainability, etc.

### **Required Skills**

- Outstanding communication, negotiating and analytical skills
- Proven ability to open doors and build relationships of confidence with senior contacts in government, business, civil society and the donor community – with Chinese experience in this context a significant asset.
- Proven experience and sensitivity of working with different cultures; especially related to countries in Eastern Africa and Asia
- Ability to work effectively in a matrix organisation and virtual teams;
- Excellent command of English; Command of Chinese would be a significant asset, with knowledge of Portuguese also an advantage.
- Ability to undertake in depth policy research and analysis
- Willingness to travel

### **Behavioural competencies**

- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.
- Demonstrates potential in the following critical competencies:
  - Establishing strategic direction
    - Establishing and committing to a long-range course of action to accomplish a long-range goal or vision after analysing factual information and assumptions; taking into consideration resources, constraints and organisational values
  - Change Leadership
    - Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organisational problems and opportunities
  - Selling the Vision
    - Passionately selling an organisational strategy; creating a clear view of the future state by helping others understand and feel how things will be different when the future vision is achieved
  - Drive for Results
    - Setting high goals for personal and group accomplishment; using measurement methods to monitor progress towards goal attainment; tenaciously working to meet or exceed

those goals while deriving satisfaction from the process of goal achievement and continuous improvement

- Managing Global Teams
  - Facilitating team-building process in a socially and culturally diverse environment by promoting openness, flexibility, respect in order to effectively enable each team member to be perform
- Decision-making
  - Identifying and understanding issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences

#### V. **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 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
  - promoting the reduction of pollution and wasteful consumption.
- It is also part of every staff member's terms of reference to embody **WWF's values**, which are: Knowledgeable, Optimistic, Determined and Engaging.

Prepared by the Leader, CEA NI:

Date:

Approved by Regional Representative:

Date:

Approved by Chairperson of Shareholder Group:

Date:

Accepted by Staff member:

Date: