**RE-ADVERTISED**

**Project Manager – Siphandone Riverscape, WWF-Laos**

**Position title**: Project Manager – Siphandone Riverscape, WWF-Laos

**Location:** Pakse city, Champasak province – with extensive travel to the sites.

The post holder will be based in Pakse District of Champasak Province and is responsible for the implementation of the Siphandone Project as part of WWF Laos’ Freshwater Programme. She/he is responsible for ensuring the implementation of all project activities in respect to the donors’ agreement and MoUs, the people management within the freshwater team, liaising with the government counterparts for the daily coordination and for several important matters including MoUs, and managing all the program budget with efficiency and quality.

**Duties and Responsibilities**

* Direct management of the SPD project team including but not limited to project officers, project assistants, admin and finance officer, and volunteers/interns.
* Provide guidance, coaching and support to the project team and is ultimately responsible for completing their deliverables, ensure smooth and regular coordination with the relevant staff of Vientiane Office;
* Support the development and assessment of SPD staff’s Performance Development Journey as per WWF-Laos timeframe;
* Responsible for the project’s budgets, ensuring that the funds are used efficiently at all times, and according to the agreements with donors and internal rules and regulations;
* Review all work plans presented by the project teams and to ensure efficiency, provide support where needed;
* Ensure effective communication with project donors for budget planning, activity coordination, and timely reporting;
* Work with financial staff for budget preparation for the activities of SPD, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets in the SPD riverscape;
* Prepare 3/6-monthly and yearly technical reports against the approved work plans and budget plans, as per donors’ requirements and submit timely to the Freshwater Lead;
* Coordinate with the Government counterparts at central, provincial and district level to obtain all the necessary documents for the project’s smooth implementation (MoUs, permits, etc.), ensure daily coordination and communication with the government counterparts, ultimately responsible for the smooth and regular coordination with the different program counterparts;
* Report on activities’ implementation and project achievements to the Government counterpart at central, provincial and districts following their requirements and on a timely fashion; prepare expenditure reports for donors and Government counterparts;
* Monitor and review the quarterly, bi-annual and annual budget expenditure reports; provide recommendations/feedback; participate in the recruitment and selection of staff under supervision and consultants;
* Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities and Donor’s support;
* Work closely with the Freshwater Lead to help keep track of the progress, document the lessons learned, improve as an individual and as a team or work on any requested work;
* Be present and participate actively at the monthly staff meetings; be responsible of performance appraisal for staff under her/his supervision.

**Qualifications Required**

* Minimum bachelor’s degree in natural resources management, watershed management, fisheries, environmental or conservation management, development studies or relevant fields. Expertise in fisheries, NbS and livelihood is a strong asset.
* Qualification in project management and/or in monitoring and evaluation

**Other qualifications required**

* 5 years of practical experience in leading and managing projects, 2 years of which in the related field.
* Proven experience of managing project budgets following expenditure plans
* Good understanding of socio-economic, conservation and development issues in Laos and in the landscape.
* Knowledge of the policy/institutional context related to conservation and Government agencies, development partners, donor institutions, and the not-for-profit sector in the landscape
* Excellent communication skills in Lao language and good command of both written and spoken English
* Adhere to WWF’s values: Courage, Respect, Collaboration and Integrity.

**WWF Laos can offer you:**

Contract duration: initial 1 year with possible extension with industry leading benefit and salary package and ample opportunity for professional development. For more information on our work in Laos, please visit: <http://www.wwf.org.la>.

**How to apply:**

Interested candidates please fill out this application form by clicking on this link:

>>>>>  [Application for Employment, WWF-Laos](https://docs.google.com/forms/d/e/1FAIpQLSepKJA1BWikxAuAyY7zN1EEyIm412Y5CMhzuRVqC_1LfcgVFg/viewform)  <<<<<

Kindly upload your CV and cover letter in English in word/pdf format and submit them through the system only.

Apply thought Google drive (G-mail) and answer all questions in the system until you click on the submit button.

\***Please upload your CV and Cover letter online. Suggest to name file of your CV and Cover letter with position name that you applied for and ending file by your full name.**

(example: PM Siphandone\_CV\_Andrew Lang, PM Siphandone\_Cover letter Andrew Lang)

**Note:**

*Please note that the position is contingent upon securing the necessary funding. We will only be able to offer an employment contract if the required funding is obtained. Shortlisted applicants will be kept informed of the status of funding as it develops.*

**Deadline for applications:  09th Jan 2025**

Only short-listed candidates will be contacted.

*WWF does not charge or accept a fee at any stage of the recruitment process.*

*We are an equal opportunity employer and committed to having a diverse workforce.*