WWF - COUNTRY PROGRAMME MANAGER, SOLOMON ISLANDS

WWF, the Global conservation organisation, has been working in Papua New Guinea (PNG) and Solomon Island (SI) since 1995. WWF focuses on science, local community action, awareness raising, capacity building, and sustainable use of forests, wetlands, and marine resources across PNG and SI. WWF is now seeking qualified people to fill the vacant position:

Country Programme Manager – Solomon Islands (Gizo/Honiara)

The Country Programme Manager (CPM) is WWF Western Melanesia’s senior in-country officer for the Solomon Islands programme, and is accountable for the overall coordination, management, planning, implementation, evaluation, documentation, and reporting of the programme, conservation projects, staff, finances and administration. The CPM is responsible for the compliance of the WWF SI programme with all of WWF’s programme and operational standards and the monitoring and delivery of the satisfactory results on WWF’s Key Performance Indicators (KPIs) and for ensuring its successful integration into the Western Melanesia programme.

Key Responsibilities

1. Strategic Planning and Leadership – directing the development of WWF WMP’s Solomon Islands strategic plan in coordination with the global WWF International and WMP vision.

2. Project Management – leading the effort to design projects and supervising their development, implementation and monitoring/evaluation.

3. Financial and Administrative Management – ensure that appropriate policies, systems and procedures are in place in line with WWF International policies and ensure that project managers and finance and administration staff work together to properly manage and monitor the results of the Solomon Islands programme activities.

4. Human Resources Management - work with Human Resources/Personnel staff in the WWF WMPO and the WWF SI offices, as well as with all WWF SI staff, to ensure that human resources policies and procedures comply with Solomon Islands labour laws and policies, as well as with WWF International and WWF WMPO policies and procedures.

5. Representation – Facilitate programme and project agreements with government, act as a focal point for national partners and organisations and understand and be familiar with external issues both nationally and in the region which impact the national programme.

Requirements for the Position

1. Knowledge

Degree in natural resources science, planning, law or management, or equivalent experience and preferably at or studying towards postgraduate level. Thorough understanding of the SI geography, societies, economies, politics and pertinent issues of
conservation and development.

2. Experience
Ten years of experience in a field related to conservation or natural resource management, or disciplines such as planning, law, or business/organisational management and with a strong demonstrated interest in conservation and the environment.

3. Skills and Abilities
Good inter-personal and organisational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion. An ability to communicate substantial ideas in writing and verbally is required. Demonstrates an ability to work under pressure and meet deadlines. Has proven administration and management abilities.

Copies of the full Terms of Reference are available from WWF Western Melanesia Programme Office (WMPO) Port Moresby. Please contact Joy Herea on +675 320 0149 or by e-mail jherea@wwfpacific.org.pg. Applications, including a cover letter, indicating why you would be suitable for the position and a CV with the names of three referees to be sent to Joy Herea, WWF WMPO Human Resources Manager, PO Box 8280, Boroko 111, NCD, Port Moresby, Papua New Guinea. The deadline for applications is 31 July 2008. Only selected candidates will be notified.

Annex 1

WWF Western Melanesia Programme

Position Description

1. Title of Position: WWF SI Country Programme Manager
2. WWF Grade: Senior Manager
3. Position Location: Honiara & Gizo
4. Reports to: The Representative, WWF WMPO, Port Moresby, PNG
5. Date of TOR: 01 July, 2008
6. Supervises: Conservation Manager, Finance Manager, Communications Officer
7. Background: WWF SI and WWF PNG are part of the newly formed WWF
Western Melanesia Programme. A Country Programme Manager is needed to provide leadership and coordination to the WWF SI Country Programme team to take it forward and to help it face the challenges ahead, especially in Marine and Forest activities both in-country and in a regional role.

8. Major Functions:

The Country Programme Manager (CPM) is WWF Western Melanesia’s senior in-country officer for the Solomon Islands programme, and is accountable for the overall coordination, management, planning, implementation, evaluation, documentation, and reporting of the programme, conservation projects, staff, finances and administration. The CPM is responsible for the compliance of the WWF SI programme with all of WWF’s programme and operational standards and the monitoring and delivery of the satisfactory results on WWF’s Key Performance Indicators (KPIs) and for ensuring its successful integration into the Western Melanesia programme.

7.1 Strategic Planning and Leadership

• Direct the design and implementation of WWF SI’s strategic plan, which includes the conservation plan and the business plan, ensuring that it is in line with the priorities of the global WWF Western Melanesia and WWF International Programmes.
  • Monitor and revise the conservation and business plans on an annual basis.
  • Consult with all stakeholders and partners, such as the Government, other NGOs, communities, the private sector and donors so that the Conservation and Business Plans are compatible with and support their activities so that success is more likely and conflicts and inefficient use of resources are minimized.
  • Chairs the WWF SI SMT (and other Programme Committees) and ensures their correct functioning, plus ensuring that its advice and decisions made are implemented.

7.2 Project Management

• Lead the effort to design projects necessary to achieve the programme’s conservation goals.
  • Write proposals and submit to donors to obtain project funding.
  • Manage projects or supervise project managers, ensuring the development, implementation and monitoring of work plans and budgets.
  • Submit technical reports to donors for projects that the ICPM manages, and ensure that other project managers on staff do the same with their projects.
  • Maintain Solomon Islands projects at an up-to-date status on the WWF International Project Database.
  • Ensure compliance with network standards on conservation projects.

7.3 Financial and Administrative Management

• Work with the Finance Manager to write and manage the WWF SI Country Programme or “Core” Budget.
• Direct project managers and finance staff in the development of project budgets and annual budgets for projects and the entire WWF SI Programme that follow standard
formats, policies and procedures and that meet deadline submissions.

- Ensure that project managers and finance staff monitor budgets in a timely manner to ensure that project agreements and contracts with donors are followed, that project funds are expended in a timely manner, that problems of overspending and underspending of projects are eliminated, and that interim and final budget reports are accurate and meet deadline submissions.
- Ensure that the flow of cash is maintained so that the programme can deliver its objectives and outputs without interruption and/or disruption.
- Design and manage a fund raising strategy that ensures the continuity and continued development of the WWF SI Programme.
- Protect against fraud, theft, mismanagement and inefficient, wasteful use of funds, including the development of cost recovery strategies.
- Ensure that all staff follows proper and timely practices and policies in regards to procurement of goods and services, in official in-country and external official travel, and all other aspects of the programme in which financial transactions occur.
- Ensure compliance with network standards of financial management.

7.4 Human Resources Management

- Work with Human Resources/Personnel staff in the WWF WMPO and the WWF SI offices, as well as with all WWF SI staff, to ensure that human resources policies and procedures comply with Solomon Islands labour laws and policies, as well as with WWF International and WWF WMPO policies and procedures, except in cases where SI labour laws or standard practices require modification and are allowed according to WWF localization practices and procedures.
- Protect staff from work-related health hazards and discrimination and harassment of any kind through programmes and activities associated with Occupational Health and Safety (OHS) and social equity and equal employment opportunity issues.
- Ensure that all staff participates in the Performance Assessment and Career Enhancement (PACE) process on an annual basis.
- Work with the WWF SI and WWF WMPO team to develop and manage training and capacity building programmes for staff as allowed by programme and project budgets and donors.
- Responsible for working with the WWF WMPO Representative and the WWF WMPO HR Manager and SI staff on development of WWF SI HR policy and to contribute to the training, deployment, evaluation and remuneration of all WWF staff working for the WWF SI Programme.
- Responsible for the recruitment of staff for projects and programmes in SI, within delegated levels of authority.
- Ensure compliance with network HR standards.

7.5 Representation

&#6107; Facilitate programme and project agreements with government

&"Focal point" for other national partners/organisations

&#6107; Understand and be familiar with external issues which impact national
Within the context of the wider South Pacific Programme, promote within the WWF Network the WWF SI programme.

8. Working Relationships

1. Internal
Interacts frequently with staff in Solomon Islands, as well as WWF Western Melanesia Programme management and staff to advise, plan, implement and fund a cohesive and integrated Solomon Islands programme. Interacts frequently with representatives of WWF National Organisations, in liaison with the WWF WMP Representative, to discuss and coordinate programme activities.

2. External
Interacts frequently, in liaison with the WWF WMP Representative, with representatives of government agencies, conservation organisations and donors, to promote the interested of the WWF programme and to secure longer-term support for WWF programmes in Solomon Islands.

9. Requirements for the position

1. Knowledge
Degree in natural resources science, planning, law or management, or equivalent experience and preferably at or studying towards postgraduate level. Thorough understanding of the SI geography, societies, economies, politics and pertinent issues of conservation and development.

4. Experiences
Ten years of experience in a field related to conservation or natural resource management, or disciplines such as planning, law, or business/organisational management and with a strong demonstrated interest in conservation and the environment.

5. Skills and Abilities
Good inter-personal and organisational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion. An ability to communicate substantial ideas in writing and verbally is required. Demonstrates an ability to work under pressure and meet deadlines. Has proven administration and management abilities.