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JOB DESCRIPTION

Position title: Virunga Landscape Manager
Report to: Conservation Director, WWF DRC
Supervises: WWF Conservation and Operation staff based in Goma and Bukavu
Location: Goma, Democratic Republic of Congo
Grade: B2
Date:

I. Context

The World Wide Fund for Nature (WWF) has embarked on ambitious, field-based conservation programs across the Congo Basin. In the Democratic Republic of Congo (DRC), WWF is active in several landscape-scale (LS) sites and aims to deliver lasting conservation impact through four thematic areas of intervention: Wildlife, Food (Agriculture), Forests, and Climate & Energy; all four supported by the crosscutting programmes of Markets, Governance and Finance. In addition to the importance of biodiversity conservation in Eastern DRC, its humid forest is of significant consequence for carbon storage and maintaining water supplies. The program takes an integrated conservation approach with a consortium of NGO, government, community, and academic partners. Key conservation interventions include: protected area management; land use planning; law enforcement and species conservation; community-based natural resource management and livelihood improvement; and community forestry. The landscape program also works in peripheral community and extractive areas.

II. Major functions:

Oversee the implementation of multiple active programmes in the Greater Virunga and Itombwe landscapes within a regional context; line-manage project managers, as well as the finance and operations manager, assure regular communication between the Goma office and the Head Office in Kinshasa, and develop strategic partnerships with development aid and other partners represented in Eastern DRC and in neighboring countries. Further more, the position engages in policy dialogue at the provincial level with provincial institutions. The position is based in Goma, DRC and is member of the Senior Management Team.

III. Major duties and responsibilities

- **Programme oversight and coordination:** Reporting directly to the Conservation Director, supports overall management for WWF's programmes in the Virunga and Itombwe landscapes. Provides contextual input and support to the design and development of new programmes and projects to advance strategic direction. Supports managers in directing project activities in accordance with their respective project descriptions, work plans, budgets and contractual agreements. Ensures development of work plans and budgets for approval for WWF projects, project partners, project steering committees, and other participating agencies. Coordinates with regional partners,

provincial and national-level government officials/technical ministries, donors, and other stakeholders (e.g., Uganda, Rwanda). Ensures that appropriate management systems are established and that the projects in the landscape are making progress towards their objectives.

- Provides technical leadership in major project components with the supervision of the Conservation Director and support from the thematic focal points, including protected area management; community-based natural resource management; institutional strengthening and training; reforestation/agroforestry; REDD+; development of natural resource management plans, strategies, policies and legislation; regional networking; and project monitoring. Ensures Monitoring, Evaluation and Learning functions are embedded in all project design. Supports capacity building in the areas of project management, business management and technical skills within the team.
- Reports: Provides support and oversight to staff in the Virunga and Itombwe landscapes to ensure that technical and financial project reports are completed and submitted in a timely fashion; that external audits are scheduled when required, and that audit reports are followed up to address deficiencies. Provides updates to Conservation Director for consolidation in progress reports against the country strategic plan.
- Communications: Collaborate with project managers and staff to ensure that interesting stories of WWF programme work are forwarded regularly to the Communications manager in Kinshasa for external publication and dissemination.
- Financial management and fundraising: With the direct support of the finance, administration and human resources departments of the Kinshasa office, ensures the establishment of financial and human resources management systems at the Goma office and field offices for the projects to adequately meet financial management needs. Ensures project budgets are approved and expenditures monitored against budgets. Supports fundraising planning and proposal development efforts in collaboration with national and regional offices.
- Policy dialogue through partnership building: Develops strategic partnerships with development aid, rural development, and land tenure and conflict resolution partners active in the region, with the aim to upscale rural development-oriented activities through partner development. Builds and entertains a strong institutional relationship with key provincial government ministries and order to the orient, influence and contribute to their sustainable development agenda.

Undertakes other duties in support of WWF's programme in the DRC as requested by the National Director or Conservation Director or other members of the SMT and plays an active role in the successful implementation of WWF DRC's conservation programmes.

III. Profile:

Required Qualifications

- A minimum of an M. Sc. in natural resource management or a related field, or the equivalent in working experience.
- A minimum of 10 years of experience working in conservation or development organizations, 3 to 5 of which should be in the region, with demonstrated success in managing multi-disciplinary teams.
- Knowledge of forest and natural resource management and protected area planning and management; rural development and/or community-based natural resource management experience; familiarity with organizations supporting conservation and international development.

Required Skills and Competencies

- Strong administrative and financial management skills and excellent organizational skills.
- Excellent leadership abilities including people and project management skills to handle complex, multi-faceted projects.
- Experience with fundraising and project funding agencies, especially government agencies USAID, European Union, SIDA, DGD etc.
- Strong written and verbal skills, particularly in writing and editing technical reports and proposals.
- Flexibility, adaptability, and creativity to develop innovative solutions to challenging situations.
- Experience in partnership building, especially between conservation and development related organizations.
- Excellent oral and written communication skills in French and English.
- Strong negotiation and facilitation skills.
- Demonstrated experience in developing, implementing and evaluating strategic plans.
- Adherence to WWF's behaviors, which are; Strive for impact, listening deeply, collaborate openly and Innovate fearlessly.
- Commitment to the mission of WWF and adherence to WWF's values, which are: Courage, Integrity, Respect and Collaboration.

IV. Working Relationships:

Internal - Supervised by the Conservation Director, and advised by the National Director, the position manages all the WWF DRC programmes implemented in the Virunga and Itombwe landscapes. More specifically, supervises and works closely with the Project managers, the Finance Manager, Administrative Officer and the Logistics Officer based in Goma and Bukavu.

External - Works closely with implementing and donor partners (bilateral and multilateral), governmental and non-governmental representatives, and civil society organizations.

This job description covers the main tasks and conveys the spirit of the responsibilities that are anticipated proactively from the staff member. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor:

Date:

Reviewed by HR:

Date:

Approved by Departmental Director:

Date: