

JOB DESCRIPTION

Position title: **Head of Conservation, WWF DRC**
Reports to: DRC Country Director
Supervises: National thematic coordinators and M&E Manager
Location: Kinshasa, DRC
Date: August 2019

I. Mission of the Department

The World Wide Fund for Nature (WWF), the conservation organization, has a large and growing conservation programme in the Democratic Republic of Congo (DRC), implementing a large number of projects under four main strategic pillars, namely Forest and Agriculture, Wildlife and Protected Areas, Energy and Infrastructure and Governance, the latter being crosscutting. The Head of Conservation will ensure WWF DRC's vision is implemented by attaining its conservation objectives.

II. Major Functions

The Head of Conservation supports the delivery of transformational and lasting conservation impact by building and leading WWF DRC's Conservation Programme, ensuring coherent integration of thematic and geographical programmes as presented in the Country Strategic Plan. He/She provides advice to the DRC Country Director on pertinent conservation issues in the country. (S)He leads the tactical direction of DRC's Conservation Agenda in partnership with key international, governmental and local partners. As the Conservation Governance Practice focal point for WWF DRC, he will lead the empowerment of Congolese local civil society to take ownership of the future of the natural capital management. By doing so, he will support the further embedding of WWF DRC in the DRC civil society, thus, enhancing its relevancy in the Conservation and Development work in the country.

Working closely with the Country Director, S(he) supports the engagement with multilateral and bilateral institutions to influence the policies around key conservation areas. (S)He also mediates the WWF network's engagement (through Practices) to maintain the alignment of WWF DRC critical contributions to the WWF Global Goals.

III. Major Duties and Responsibilities

A. Conservation Strategy development and Implementation:

- Lead the development of the Country Conservation strategy and programme designs and ensure alignment with WWF's Global Goals;
- Lead in the development and management of a holistic programme and ensure strong coordination between the different strategic (thematic) pillars and the Geographical programmes (landscapes);
- Ensure active participation of WWF's partners in the Conservation Programme and its development as well as strengthening partners' capacities in pre-identified areas;
- Develop synergies between WWF's partners to ensure experience sharing and strengthen lobby / advocacy capacity at national level;
- Coordinate with WWF National Offices and partners on Conservation related issues (policy, advocacy, programmatic) and concerns, facilitating effective working relations and ensuring "one voice" from the network to strengthen the governance of the natural capital in DRC;
- Ensure WWF DRC representation in strategic technical internal and external Conservation forums;
- Ensure thorough planning for the implementation of WWF DRC's Conservation Strategy is developed, maintained and respected, and that "lessons learned" are available for future reference and use by the WWF;
- Establish linkages between WWF's vision and conservation objectives of the DRC Government as well as those of the donor community;

- Stay on top of the development of conservation and development trends (e.g. SDGs, OBOR, INGA, SE4A) and inform colleagues and partners of new conservation initiatives, approaches, strategies, etc. for better integration in WWF DRC programmatic Strategy;
- Coordinate the preparation of strategic documents, guidelines, and other materials required to guide the conservation vision of the WWF DRC programme.

B. Programme Accountability, Monitoring and Evaluation:

- Manage Performance and build capacity of Programme coordinators, and provides technical advice as appropriate;
- Through supervision of the Monitoring, Evaluation, Accountability and Learning Manager (MEAL), ensure regular on-site visits to monitor project alignment and implementation progress;
- Ensure planning of thematic programmes are maintained and respected by working closely with the Programme coordinators, and compile lessons learned for future reference and use by the WWF;
- Ensure necessary human resources are in place to deliver on the Conservation Strategy by coordinating the elaboration of job descriptions and terms of reference for new conservation staff and consultants with Programme coordinators and participate in recruitment processes;
- Ensure human rights are embedded in the WWF DRC Conservation delivery across landscapes;
- Contribute to the development of the WWF DRC annual operational plan, the preparation of annual budgets and other reports to submit to WWF-ROA and to DRC Officials;
- Provide advice to the Country Director on pertinent conservation issues, technical input in strategic documents and other ad hoc advice and assistance as needed;
- Support WWF DRC's share in the Africa Transformational and trans-boundary programme development and implementation;
- In collaboration with practice leaders, ensure leadership and accountability for the WWF DRC overall critical contributions delivery in line with the network's Global Goals.

C. Fundraising and Partnerships

- Support the Fundraising and Partnership Officer and the Country Director in fundraising through provision and development of transformational project ideas;
- Contribute to critical relationship building with financial and political partners to ensure influencing policy and enhancing WWF DRC's donor base;
- Ensure technical backstopping for the development of big programmatic proposals;
- Support the promotion of the new funding model and its integration into the conservation approach.

D. Conservation Governance Practice

- Act as the focal point for WWF DRC in the Conservation Governance Practice;
- Support the Country Director in liaising with donors and strategic governmental partners through different ministries to contribute to policy changes and improvements;
- Advise the Country Director in his Policy dialogues and influence in various areas both with the WWF Network, DRC institutions and with regional institutions (AfDB, CICOS, ECCAS, etc);
- Contribute to the building of the next generation of conservationists focusing on youth and women and supporting the promotion of the human rights integration in WWF DRC conservation approaches;
- Support the development of Jurisdictional programmes (Green Economy) in DRC.

E. Staff supervision

- Ensure that the supervised staff perform according to their JDs;
- Give support/ advice to supervised staff;
- Perform periodic assessments to ensure performance.

Performs other duties as assigned other duties as requested by the Country Director

IV. Profile

Required Qualifications

- An advanced university degree (Master or equivalent) in natural resources management, biological sciences or related field experience. A PhD in conservation biology an asset;
- At least 10 years, broad working experience in conservation in the Congo Basin preferably in DRC;
- International experience and understanding of field-based activities is essential.

Required Skills and Competencies

- Good technical, organizational, interpersonal and teambuilding skills essential;
- Ability to develop and co-ordinate conservation programmes and projects and to work effectively with a wide variety of partners and disciplines;
- Excellent understanding of ecoregional conservation, and the principles of conservation biology, as well as DRC's biodiversity;
- Good understanding of WWF's objectives and conservation strategies;
- Good understanding of DRC natural resource management related plans and programmes;
- Diplomatic and multi-cultural skills;
- Strong skills in programme and planning, monitoring, and evaluation, and project cycle management;
- Excellent oral and written communication skills, in English and French;
- Team player and respectful of human diversity;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;
- **Adherence to WWF ways of working (Behaviours).**

Strive for Impact «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »

Listen Deeply «I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »

Collaborate Openly «I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »

Innovate Fearlessly «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »

V. Working Relations

Internal: Interacts with WWF DRC's Programme coordinators, programme/project managers, M&E manager, and related conservation and support staff on a daily basis.

Co-ordinates and interacts with Regional Office for Africa/International and WWF Network staff as appropriate. Also interacts with other programme offices.

External: Interact with partners in and outside of DRC when appropriate.

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.

Prepared by the Country Director: _____ Date: _____

Cleared by HR Manager: _____ Date: _____

Accepted by the Employee: _____ Date: _____