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| <h2 style="margin: 0;">WWF-Guianas</h2> <h3 style="margin: 0;">JOB DESCRIPTION</h3> |
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Job title: Conservation Director
Job Family:
Career Level:
Reports to: Regional Director
Revised Date: December 2, 2021

We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the **WWF Core Values**:

COURAGE We demonstrate courage through our actions, we work for change where it’s needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.

INTEGRITY We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on facts and science to guide us and to ensure that we learn and evolve.

RESPECT We honour the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.

COLLABORATION We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

I. Main Function (4-5 sentences)

Manages, takes responsibility and gives strategic direction to conservation activities by leading, directing and supervising the teams of the conservation programmes creating the conditions for the optimal performance of their functions. Represents and effectively communicates the interests of WWF-Guianas and organises and supports the creation and establishment of alliances with local, national, regional, and global actors at both public and private levels for the strengthening of the programme across the Guianas. Contributes to the design, and implements the integrated strategic plan of the programme, ensuring technical coherence. Helps establish fundraising priorities, organises and implements fundraising strategies, actively works on fundraising for the strategy and proposes and organizes the design of proposals, and the programme project pipeline.

II. Key responsibilities:

| Area | Description | |
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| General - Accomplishment of WWF’s Mission and Suriname and Guyana's integrated strategy | Internal | External |
| | <ul style="list-style-type: none"> Manages, and in collaboration with the Regional Director, takes responsibility and gives strategic direction to designated conservation activities | <ul style="list-style-type: none"> Strategic partner with the public and private sector, ensuring strong, dynamic relationships |

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| | <p>ensuring,</p> <ul style="list-style-type: none"> ○ Accountability ○ Operational excellence ○ Effective risk management ○ Compliance with WWF's policies, procedures, standards, and local requirements. <ul style="list-style-type: none"> • Responsible for conservation and planning • Part of WWF-Guianas Management Team • Focal Point in the Guianas for WWF's Practices, ensuring strong alignment with WWF's global targets. • Member of LAC Conservation Cabinet. • Leads, directs, supervises, and coaches the teams of the conservation programmes creating the conditions for the optimal performance of their functions. | <p>between WWF and these sectors.</p> <ul style="list-style-type: none"> • Strategic partner with academia, ensuring strong two-way relationship between WWF and these institutions. |
| <p>Leadership</p> | <ul style="list-style-type: none"> • Leads the conservation activities of WWF-Guianas, through the design and implementation of strategies derived from the Strategic Plan of WWF Guianas that help to create inclusive green economies in Suriname and Guyana, and to promote how WWF's work helps to make the region a beacon of hope in sustainable development. • Organizes, deploys, and supervises the technical teams of Suriname and Guyana, delegating responsibilities across staff to maximise project impact; achieve timely and efficient project delivery; promote innovation; meet programme performance goals and adequate budget execution; and operate in full compliance with financial commitments and policies laid out by the COU and donor. This responsibility will be undertaken in consultation with the Country Manager for Guyana. • Represents the interests of WWF Guianas to the WWF network, particularly representing the office either directly or through a delegated team member at all relevant Practices, and in other spaces and events on and off the Net. • Represents the interests of WWF Guianas either directly or through a delegated team member at all external forums and with external partners and society in general. • In collaboration with the Country Manager for Guyana, organizes and supports the creation and establishment of alliances with local, regional, and national actors at both public and private levels for the strengthening of the programme across the Guianas. • Leads the development of teamwork, ensuring the thematic and geographical integration of projects and initiatives across Guyana, Suriname, and French Guiana where these projects and initiatives are spread across the three Guianas. | |
| <p>Contribution to Strategy, Policy & Project Management</p> | <ul style="list-style-type: none"> • Contributes to the strategic vision of the conservation and sustainable management of land and marine landscapes of the Suriname and Guyana, and promotes how conservation projects, programmes and initiatives are contributing to the socio-economic development of society. • Provide strategic direction for the development and implementation of terrestrial and marine projects that WWF executes, to achieve responsible management of land and marine ecosystems in Suriname and Guyana, the Guianas and, if necessary, the Americas and globally. | |

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| | <ul style="list-style-type: none"> • Manage the execution of activities that contribute to the achievement of the objectives of the different Memoranda of Understanding that are signed with various government institutions and with the private sector. • Ensure technical coherence of the integrated strategic plan. • Ensure the implementation of the strategic plan through conservation programmes. |
| Fundraising | <ul style="list-style-type: none"> • Works closely with the Regional Director and the Country Manager for Guyana to establish fundraising priorities, promoting, and coordinating the procurement of financing for the programme, and actively works on raising funds to sustain WWF's technical activities. • Organize and implement fundraising strategies to carry out projects and initiatives. • Propose and organize the design of proposals and fundraising for WWF Guianas with donors (public and private), together with the Finance and Operations Manager. • Lead the general development of the cycle of projects related to conservation and management of terrestrial and aquatic landscapes. • Build and retain strong relationships with current donors, ensuring their abiding interest in the Guianas as measured by their financial other contributions. |
| Risk Management | <ul style="list-style-type: none"> • Keeps up to date on key issues and trends in social, political, and economic developments that will have an impact on conservation in Suriname and Guyana and uses this information to guide relevant programme policies and tactics. • Identifies, manages, and reports risks regarding the programme implementation and propose mitigating actions, ensure these are embedded into the organisation. • Assesses, monitors, and maintains strong oversight over activities that are either new to the organization or pose heightened risk to team members or to the organization, making these risks known to the HR Manager, the Finance and Operations Manager and the Regional Director, and promptly reporting issues that may place the organization at risk to the Regional Director for action. |
| Monitoring & Evaluation | <ul style="list-style-type: none"> • Monitors and evaluates the multi-year strategic workplan of WWF-Guianas against programme strategy, alignment with WWF's global goals and targets, and in keeping with national and regional priorities. This will be carried out in coordination with staff from respective thematic areas, and in close collaboration with the Monitoring & Evaluation Coordinator. • Takes responsibility for the monitoring and evaluation of approved activities in quarterly, annual and multi-year project and plans for WWF in Suriname and Guyana and keeps the Regional Director and Finance and Operations Manager informed about the progress and problems that arise in implementation of these projects and plans. • Provides technical support for the development and implementation of protocols for monitoring and evaluating progress of each project to ensure that the objectives are met. |
| Reporting | <ul style="list-style-type: none"> • In coordination with the Guyana Country Manager directs and takes responsibility for the preparation of technical and financial reports. • Works with WWF staff, consultants, donors, and others to prepare reports required by the Country Director. • In coordination with the Guyana Country Manager, manages and takes responsibility for timely technical and financial reports from the programme to donors, WWF-US, WWF-International and all relevant parts of the WWF Network according to agreed |

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| | standards. |
| Communications | <ul style="list-style-type: none"> • Represents and effectively communicates WWF Guianas vision, mission, and strategy to all stakeholders, targeting communication on conservation programme and funding needs. Proactively communicate engage meaningfully with partners on issues we care about. • Represents WWF in public appearances, whether it is in media or as a speaker at events. Has a basic vision on how advocacy and awareness raising, change in attitudes and behaviour will contribute to the goals and mission of WWF, and thus perceives communications as an integrated part of the conservation work • In collaboration with the Guyana Country Manager, provides information to and receives commitment from stakeholders concerning the programme portfolio. • Participates in meetings and develops and discusses project progress reports and financial overviews towards delivery and adaptation to maximise impact. • In coordination with the Guyana Country Manager establishes professional contact with government and non-governmental agencies, research institutions, identifying opportunities for collaboration with WWF. • In coordination with the Guyana Country Manager creates channels of direct communication with local, regional (district) or ministerial authorities, as well as community leaders, managers or business owners participating in the conservation programmes, to validate programme activities and discuss necessary adjustments. |
| Environmental and Social Safeguards | Supports the Director in the management of WWF's Environmental and Social Safeguards Framework (ESSF) ensuring the management of risk in the overall portfolios and that safeguards are implemented to WWF standards on all projects within defined landscapes and seascapes. |

III. Minimum Qualifications

Education and Experience

| REQUIRED KNOWLEDGE (REQUIRED KNOWLEDGE IS PRIORITISED OVER FORMAL INSTRUCTION). | |
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| Knowledge required | Knowledge that can be obtained through training |
| (COMBINATION OF): <ul style="list-style-type: none"> • Environmental Economics • Environmental Education • Natural resource management • Project Management • Sustainability Science • Conflict management and resolution • Negotiation | <ul style="list-style-type: none"> • Socio-political context • WWF Projects, protocols, and administrative procedures • Project evaluation protocols • Legal framework/ Functioning of public institutions |
| (REQUIRED): <ul style="list-style-type: none"> • Office (Word, Excel, Power Point, Internet, Outlook) • Writing technical reports • English language proficiency. Knowledge of Dutch/Spanish would be a distinct asset | |
| FORMAL INSTRUCTION REQUIRED | |

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| Level of Formal Instruction | Number of years of study of the required diplomas/degrees | Formal title |
| PROFESSIONAL TITLE: PhD, Masters or Specialty. | 5 years or more Masters, Diploma, Specialist | <ul style="list-style-type: none"> • Biology, Ecology, Fisheries, Agriculture or Environmental Engineering. • Environmental Economics • Natural resource management • Project Management • Sustainability Science |
| MINIMUM WORK EXPERIENCE REQUIRED (MINIMUM WORK EXPERIENCE IS PRIORITISED OVER KNOWLEDGE & FORMAL INSTRUCTION) | | |
| Experience time | 10 YEARS | |
| Content of the experience | <ul style="list-style-type: none"> • Have directed the implementation and monitoring of natural resource management plans; participated in the resolution of socio-environmental problems related to natural resource management. • Have coordinated, managed, or directed conservation or natural resource management projects/programmes. • Demonstrated Management and Leadership skills • Understanding the Suriname and Guyana political, socio-economic, and environmental context • Effective project management and monitoring, including reporting and managing project budgets, delivery on time and within budget. Capacity to represent, negotiate and close deals with donors and other partners will be an asset. • Deep understanding of the importance of, and commitment to working alongside local, indigenous, and tribal communities to deliver the best conservation and sustainable livelihood outcomes is essential. | |
| COMPETENCIES REQUIRED (THESE COMPETENCIES ARE PRIORITISED OVER KNOWLEDGE, FORMAL INSTRUCTION, AND MINIMUM WORK EXPERIENCE). | | |
| Competencies of the Position | General definition | |
| ENVIRONMENTAL AWARENESS | Clear, reflective knowledge and committed to the need for the human being to live in harmony with nature for the conservation of biodiversity, minimizing environmental impacts aimed at ecological sustainability. | Demonstrates a high level of knowledge of the need for human beings to live in harmony with nature. Their behaviours are exemplary, inside, and outside WWF, since their discourse and actions tend to conserve biodiversity and minimize environmental impacts. Communicates and lives openly interest in nature. |
| LEADERSHIP | Motivation and interest in exerting influence, preference for management and direction positions, with an appetite or desire to make decisions and to become a leader or model for others | It is very important to be able to exercise management tasks. Among the main job objectives are to direct and coordinate the work of other people, able to intervene in the activities of others and does not hesitate to give the instructions when deemed appropriate prefers to have a managerial role and enjoys influencing others. |

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| RESULTS ORIENTATION | Faces problems by achieving excellent results. This refers to the motivation to stand out by maintaining a level of great activity and constantly improving one's own performance. At relevant levels it includes managing difficult outcomes such as securing additional funding and/or seeking new sponsors. | Attaches great importance to timely results and is in a position to make great efforts to really achieve what it has decided to undertake. Even tasks that require a particularly high level of effort and difficult problems have a reinforcing effect on your level of commitments and motivates you to work with even greater energy. Is often also committed to achieving the objectives, even when it is clear that it will be very difficult to achieve them. Get additional funding and/or new sponsors. |
| RELATIONSHIP DEVELOPMENT | Encourage social contacts, both with known and unknown people. Interest in building and maintaining social relationships and the effort to develop social networks especially for association and synergies for new sources of financing and collaboration. | You find it easy to relate to others, come into contact with strangers, and form a network of personal relationships. When you relate to other people you are likely to show poise and security. Both in work and in private life you will probably have numerous personal exchanges, because you like to be able to be in contact with a large number of people and you are motivated to have the opportunity to meet new people. Establishes or permanently deepens effective links with stakeholders that have the capacity to finance programmes or projects related to the WWF Mission. |
| CAREFULNESS | Care in the performance of tasks, having careful work habits, a taste for a job well done and taking care of detail. | You are very reliable when you have to plan or carry out your activities because you try to work on each task, once started, with the highest level of care and precision. For the same reason, you will try as much as possible to respect the agreements and meet the established deadlines. You attach high importance to the pursuit of accuracy and timely delivery, even though that often forces you to invest a lot of time to be able to perform the work according to high personal demands. |
| SOCIETY CONNECTEDNESS | Interested in people and the wellbeing of communities. Appreciates the political context in which decisions are made. | You find it easy to empathise with the challenges people face, and to view issues from different perspectives. When relating with people you are less interested in promoting your idea and more interested to understand from where a person is coming. You are not averse to moderating your views to take the interest of society into account. |

Skills and Abilities

- Committed to building and strengthening a culture of inclusion within and across teams.
- Identifies and aligns with WWF's core values: Courage, Integrity, Respect, and Collaboration:
 - Demonstrates courage by speaking up even when it is difficult, or unpopular.
 - Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
 - Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.

- Makes conscious efforts to promote cooperative practices, behaviours, and ways of working across many groups and individuals.
- Demonstrates interest in working on the ground in the field, with a strong interest in engaging and relating meaningfully with local People.

Produced By: _____ *Signature:* _____ *Date:* _____

Approved By: _____ *Signature:* _____ *Date:* _____

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