



**COUNTRY DIRECTOR,  
WWF CAMBODIA**  
DECEMBER 2023







## ABOUT WWF

WWF Asia Pacific's Country and Programme Offices in Cambodia, Laos, Mongolia, Myanmar, the Pacific, Thailand, Vietnam are working to conserve nature and reduce the most pressing threats to the diversity of life on Earth. Our vision is to build a future in which people live in harmony with nature. WWF has a long history in all of these places in Asia Pacific. We work with the government, the private sector and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches upon which so many depend on and drive the region's economic future. We aim to support the countries to realize their vision of a poverty-free and ecologically-rich Asia Pacific.





# THE ROLE

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<b>ROLE:</b>	Country Director, WWF Cambodia
<b>REPORTS TO:</b>	Regional Director, Asia-Pacific, WWF International
<b>SUPERVISES:</b>	Conservation Director, Head of Finance, Admin/IT, Head of P&C, Head of Communication & Knowledge Management

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# JOB SUMMARY

## MISSION OF THE ROLE

Shape the conservation and sustainability agenda of the Cambodia Country Office to deliver on WWF's global priorities nationally, regionally, and globally; and contribute to strong leadership within the WWF Network.

## MAJOR FUNCTIONS

Develop and lead a high performing Country Office with efficient operating systems, professional and skilled staff, strong financial resources. Deliver conservation impact in places that are key for WWF's International and other global conservation priorities, positioning the Country Office as the leading conservation INGO nationally, regionally, and globally.







## MAJOR DUTIES AND RESPONSIBILITIES

- Lead the vision, strategic planning, and institutional development of the WWF Cambodia Country Office. Lead and provide overall direction in adapting the current strategy towards 2030 goals, and oversee and support the implementation of the strategy. Ensure that the WWF Cambodia Country Office has a solid financial sustainability strategy.
- Promote, support and ensure a workplace culture that lives up to the values of WWF International (courage, respect, integrity and collaboration), and also a culture of high performance.
- Accountable for the management of the WWF Cambodia Country Office and ensure it is managed effectively and efficiently in all key programme areas: conservation programme, advocacy, fundraising, finance management, people & culture, partnership development, communications, fundraising, Planning, Monitoring, Evaluation and Learning, and Quality Assurance.
- Ensure WWF Cambodia is compliant with relevant government requirements and with WWF International policies, standards and procedures.
- Effectively lead, line manage, coordinate and support members of the Country Office Senior Management Team in their performance.
- Provide thought leadership on key issues at national level and manage key partnerships including with local and national government, the private sector and civil society to ensure optimal communication and that mutually beneficial relationships are established and maintained.
- Promote the vision and objectives of the WWF Cambodia Country's Strategic Plan to external and internal WWF Stakeholders. Initiate and lead in strategic partnership building and/or fundraising approaches that are relevant for the Country Office's strategic plan, institutional vision as well as WWF International's global goals.
- Contribute to the effective leadership of, and guide Country Office line managers and teams, to contribute to, support and collaborate in relevant transboundary or multi-country programmes.
- Represent the WWF Cambodia Country Office at network and shareholder meetings, with the government, industry leaders, key supporters and stakeholders. Further strengthen WWF's profile, reputation and credibility in Cambodia and influence policies and best practices in line with WWF's global programme priorities;
- Develop and take leadership of the process to become a strong network office through Network support.
- Perform other duties as requested by the Representative or his designate.



# CANDIDATE PROFILE

## REQUIRED QUALIFICATIONS

- At least 10 years professional experience in a management and leadership role, three of which should be in Cambodia or Asia Pacific, with demonstrated success in managing multi-disciplinary teams. Experience with conservation INGOs will be a strong advantage
- Advanced university degree in business management, international relations, development or other related fields. A degree in an environment or conservation field will be an advantage
- Proven track record in successfully developing, leading, and managing large-scale programmes and/or institutions in the field of conservation, natural resource management, international development, and/or other related fields
- Superior oral and written communication skills in English and other local languages.

## REQUIRED COMPETENCIES

- Demonstrated strong leadership and capability in developing, implementing and evaluating strategic plans, and scaling an organization's impact
- Empowering leadership style in developing a strong senior management and operations teams to enhance programme delivery, quality assurance, operational efficiency and risk management
- Track record of building organizational talent by nurturing a values-based and performance driven culture, encourages empowerment and delegation
- Identifies with the values of WWF: courage, integrity, respect and collaboration
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly

- Adheres to WWF's brand characteristics: knowledgeable, optimistic, determined and engaging.
- Strong interpersonal and communication skills that support the ability to represent the organization at a range of local and international fora, media and general public. Demonstrated capacity and leadership in external engagement, strategic partnerships, policy influencing with the public and private sector as well as donors.
- Entrepreneurial leadership skill with demonstrable success in mobilizing funding and technical resources for national and sub-regional conservation programmes
- High-level negotiation, collaborating and influencing skills and the capacity to develop and maintain strong relationships at all levels in the business, not-for-profit, scientific and political communities.

## WORKING RELATIONSHIPS

- **Internal** – Interacts with the WWF-Cambodia SMT and entire Country Office staff. Interacts and coordinates with the Asia Pacific Regional Office and the WWF Network
- **External** – Interacts with national governmental institutions, national and international non-governmental organisations / CSOs, academic institutions, media, donors, specialists / consultants, and other stakeholders, in collaboration with the Regional Director as 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.



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## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: *Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-122023-WWF or Pat-Jones-CoverLetter-122023-WWF.*

### TIMELINE

Closing Date:

Applications will be reviewed on a rolling basis

### SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

### EQUALITY STATEMENT

Equality and diversity are at the core of WWF's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

### QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [wwf-cd-cambodia@oxfordhr.com](mailto:wwf-cd-cambodia@oxfordhr.com) in the first instance.



# ABOUT OXFORD HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.







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Oxford	Amsterdam	Nairobi	Singapore	Washington
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United Kingdom	The Netherlands		Singapore	
+44 (0) 1865 985 457	+31 (0) 683 334 473	+254 (0) 715 163 631	+65 (0) 9114 1439	