



Country Manager, WWF-Papua New Guinea 2024

About WWF Pacific

Background

WWF Pacific is working together with communities and partners towards: All Pacific peoples and nations are empowered, climate resilient and prosperous, with nature thriving and visibly and measurably recovering - a 'People and Nature Positive Pacific'. From Papua New Guinea with the third largest tropical rainforest in the world and home to over seven percent of the world's total number of species, to the Solomon Islands with record numbers of fish species; to the world's third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the centre of the world's marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity.

Following a strong track record of conservation delivery in the last 28 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

In our newly updated WWF-Pacific 2025 Strategic Plan, we have three goals that outline our ambition and the cross-cutting nature of our work and what we are working towards long-term: empowered Pacific peoples, integrated ocean management and climate resilient Pacific nations. Our overarching focus is on community and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific.

We focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, Gender Equality, Disability and Social Inclusion (GEDSI) mainstreaming and sustainable blue economy.



In PNG, we work in three seascapes and landscapes: Madang, Central province, Kikori River Basin and currently scoping new work in New Britain. The opportunity for impact and making a difference for people and nature in PNG is immense and the stakes have never been higher.

We are now seeking a very talented, motivated Country Manager to strengthen the WWF-PNG programme and position it to be a leading office that is effective and impactful supporting a People and Nature Positive Pacific.

The Role

Role: Country Manager, WWF-Papua New Guinea

Reports to: Pacific Programme Director

Supervises: Terrestrial Programme Manager, Finance & Administration Manager, Marine and Coastal Programme Manager, People & Culture Officer, Communications Officer, Policy Coordinator, MEL Officer

Relationship with Pacific Programme Office Pacific Leadership Team (PLT) members – Pacific Programme Director, Country Manager Solomon Islands, Pacific Conservation Director, Pacific Head of Finance, Risk and Compliance, Pacific Communications Manager, Pacific Head of People & Culture, Pacific Monitoring, Evaluation and Learning Manager and Pacific ICT Manager

Location: WWF PNG Office, Port Moresby

Duration: Three years

Job Summary

Major Functions

The Country Manager leads the development and management of the PNG Country Programme in delivering conservation outcomes of the WWF-Pacific 2025 Strategic Plan, and jointly with the PNG Senior Management Team (SMT) & Pacific Leadership Team (PLT) deliver WWF's Global Programme Framework in the Pacific region. Additionally, the Country Manager will work closely



with the PLT to execute a plan to strengthen the PNG Programme to advance towards the 2030 agenda.

Major Responsibilities

i. Pacific Leadership Team/PNG Senior Management Team

- Is a member of the PLT & SMT and provides leadership and contribution to policies, systems and standards that are Pacific wide and country impacts for WWF Pacific growth and advancement.
- Maintain an awareness of matters relevant to the PLT & SMT and ensure that reports and information of interest are brought to the attention of PLT & SMT members.
- Maintain an effective working relationship with all other PLT & SMT members to ensure that there is effective coordination of all activities in support of organizational objectives, and in the PLT teams' Terms of Reference.
- Provide effective participation at PLT & SMT meetings.
- Ensures WWF-PNG's effective engagement with relevant WWF shareholder groups (e.g. the Pacific and CTP shareholder groups), ensuring that relevant decisions and recommendations are implemented effectively, opportunities for engagement are followed up on, and agreements beneficial to WWF-PNG are successfully established.

ii. Strategy Development and Implementation

- As focal point for WWF-PNG, lead on the identification of Conservation and Operational capacity needs to support the long-term sustainability of WWF-PNG.
- Lead strategic conservation and operations planning and facilitate inputs from all staff in country and relevant PPO staff ensuring a current and relevant WWF PNG Conservation and Operational Plan, that is relevant to national policies, constituencies, and civil society, and aligned with WWF's programmatic framework for the Pacific, through close dialogue and collaboration with relevant WWF stakeholders e.g., Coral Triangle Programme, and Focal Leads (Oceans, Forests) in line with the PPO Strategic Plan.
- Oversee reviews and audits and update the conservation strategy for Papua New Guinea Country Programme office, as appropriate.
- Communicate the WWF-Pacific 2025 Strategic Plan to all PNG Country staff and to all Pacific Programme staff.
- Lead the implementation and adaptive management of the WWF-Pacific 2025 Strategic Plan and WWF-PNG Action and Strategic Plans and Monitoring Systems.

iii. Policy & Advocacy, Fundraising, Partnership Development and Network

- Leads the WWF-PNG team in developing and implementing a fundraising strategy, including



fundraising approaches, priorities, and opportunities towards the establishment of a sustainable and strong project pipeline, which is maintained in accordance with WWF PNG programme growth and priorities.

- Create conditions for attracting new funding sources and retaining existing sources to the PNG Conservation Programmes by ensuring donor relations are managed and maintained at productive levels.
- Ensure fundraising activities are relevant, align with the Country Programme Strategy, WWF PPO Conservation Strategy and adhere to cost-recovery targets.
- Work with the Fundraising Manager & other leads where relevant on the planning, coordination, submission and monitoring of new proposals for funding to WWF Network donors, GAA donors, Foundations and other sources to ensure sufficient funding for PNG Programme and or Pacific conservation programme from these sources as forecast in the strategy.
- Oversee, in coordination with PPO Senior Policy and Government Affairs Manager and PNG Policy Coordinator, policy and advocacy supporting WWF's and PNG's conservation commitments and as needed to advance strategic outcomes.
- Oversee, working with PPO Communications Manager and PNG Communications Officer, the development of communication assets, position papers and statements and responsible for actively promoting and advocating these advocacy positions in-country.
- Lead, in concert with PPO Director, as spokesperson for the PNG Programme on relevant issues to the press and media, WWF Network, partners and the outside world in-country.
- Develop and maintain a network of contacts, and actively seek to build strategic alliances with national and provincial governments, other NGOs, international and national organisations, donors and other potential partners in order to promote and implement the WWF Papua New Guinea Conservation Plan and where appropriate the PPO Conservation outcomes.

iv. Overall management of programme office

- Working with the Pacific Leadership Team, lead and oversee compliance with internal controls, risk and compliance policies on behalf of WWF-PNG.
- Review and approve PNG staff activity work-plan to ensure the attainment of the plans and objectives.
- Support Gender Equality, Disability and Social Inclusion (GEDSI) mainstreaming into projects, programmes and operations and effectively develops, promotes and leads diverse and inclusive teams specifically promoting the inclusion of women and other marginalized groups
- Initiate and provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities.



- Lead the development, review and update of all WWF systems, policies and procedures, and work with support from the PPO team.
- Ensure that all WWF-PNG staff follow proper and timely policies / practices regarding the procurement of goods and services, fraud and corruption, conflict of interest, official travel, and all other aspects of WWF-PNG work in which financial transactions occur.
- Lead programme audits, and ensure that audit recommendations are implemented in a timely manner with support from the Pacific Team
- Lead in implementing change management processes to ensure an efficient, effective, and better-resourced WWF presence in PNG.
- Responsible for the ensuring delivery of the PNG Country Office reporting requirements.
- Ensure connectedness of the PNG Team to the PPO conservation team; Working closely with Pacific Office's (Fiji, SI) Communications officers, ensures effective communications plans and activities in support of WWF-PNG and Network conservation priorities, profiling WWF-PNG's work across the Network and to current / potential external partners and donors;
- Serve as the Representative of WWF in local, national, and regional fora (as and when needed);

v. People Management and Organisational Development

- Review staffing requirements with the Pacific Programme Director and members of PLT to maintain an effective conservation and operational function in the country programme.
- Build a succession plan and develop a talent management plan for PNG staff, working with the PPO Head of People & Culture.
- Provide orientation and reorientation to staff to help them understand the conservation programme of the organisation at national, local and regional and its activities.
- Provide induction, coaching and advice to staff in the PNG Country Programme to ensure that they understand and carry out their responsibilities effectively.
- Responsible as direct line manager of PNG Country Programme Leads by reviewing individual work-plan, managing performance, providing coaching and mentoring to ensure that they are appropriately motivated and that staff deliver the performance objectives
- Responsible for the quality content and timely submissions of own as well as team's completed Performance Development Journey (PDJ) forms including objective setting, mid & year-end performance reviews which will be according to scheduled timelines drawn up by the People and Culture Department.
- Work with PPO Head of People & Culture and others to identify training needs and development opportunities for staff and provide training when required.
- Recommend to the Pacific Programme Director, any changes that might be required to develop and improve the organisation.
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement.



vi. Issues Resolution, Risk and Crisis Management

- Lead on developing, communicating to all staff and implementing a crisis management plan.
- Responsible for risks (including reviewing and updating the PNG risk register) and crisis management and acting as WWF PNG focal person to manage programme and operations related crises and risks when necessary.
- Ensures an excellent understanding of risk-based approaches among staff in order to effectively managing projects and programmes;
- Lead on the implementation of the WWF Risk Management framework including analyzing country risk context (risk register), strategic risk identification and analysis, and mitigation planning.

vii. Monitoring, Evaluation, Learning & Reporting

- Oversee the monitoring and evaluation of WWF-PNG's component of the Pacific 2025 Strategic Plan. Work with the Pacific MEL Manager in the monitoring and evaluation of the country's conservation plans.
- Responsible for ensuring quality and timely monitoring and reporting of the WWF-PNG's component of the Pacific's 2025 Strategic Plan and compliance with WWF Network Standards and Key Performance Indicators (KPI) for the programme.
- Ensure high-quality and timely submission of reports.

Candidate profile

Required Qualifications

- Advanced university degree in Business Management, International Relations / Development, or other related fields. Additional academic training or a degree in an environmental / conservation field would be a strong asset.
- Proven record of accomplishment in successfully developing, leading, and managing programmes and teams in the field of conservation, natural resource management, international development, and/or other related fields.
- At least 10 years professional experience in a leadership role, at least 3 years of which should be in the Pacific region (preferably PNG), with demonstrated success in managing multi-disciplinary teams.
- Proven record of accomplishment of managing donor relations and fundraising (>USD\$500,000/yr).
- Knowledge of the institutional and legal framework in PNG, as well as of relevant political, policy and cultural issues.



Required Skills and Competencies

- Proven leadership skills.
- Demonstrated experience in developing, implementing, and evaluating strategic / action plans.
- Strong skills in project planning, financial management, implementation, and evaluation.
- Excellent capacities in managing human and financial resources.
- Demonstrated fundraising skills, and experience of working with donors.
- Negotiation, influencing, and media relation skills, preferably at a high level.
- Proven knowledge and experience of the not-for-profit sector, preferably of environmental non-government organisations.
- Excellent inter-personal skills, with the ability to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community, and the WWF Network.
- Excellent oral and written communications skills in English. Tok Pisin skills is desirable.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Identify and align with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

Working Relationships

Internal: Engages with, and builds on existing relationships within the WWF network. In particular, works closely with other Network partners in the Pacific, The WWF Asia Pacific Regional office and particularly within WWF-Pacific offices (WWF-Solomon Islands and WWF Fiji), WWF-Australia and Coral Triangle Programme.

External: Builds and maintains strong relationships with new and potential partners amongst government agencies at all levels in PNG, PNG civil society, bilateral and multi-lateral public sector donors, foundations, and the private sector, to develop and maintain support for the delivery of WWF-PNG's goals and objectives.

This job description covers the main tasks of this position, and conveys the spirit of the sort of tasks that are anticipated proactively from WWF-PNG staff. Other tasks may be assigned as necessary according to organisational needs.



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-102024-WWF or Pat-Jones-CoverLetter-102024-WWF.

Timeline

Closing Date: 3rd December 2024

First stage interviews: TBC

Final interviews: TBC

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 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-cm-png@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.