



**WWF-Myanmar**  
164 (A+B), Dhammazedī Road,  
Bahan Township, Yangon,  
Myanmar 11191

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[www.wwf.org.mm](http://www.wwf.org.mm)

## **JOB DESCRIPTION**

<b>Position title:</b>	Operations Director, WWF-Myanmar
<b>Directly reports to:</b>	Country Director, WWF-Myanmar
<b>Supervises:</b>	Sr. IT Officer, Sr. Admin Officer, People & Culture Manager, Manager for Workplace Health & Safety
<b>Technically supervises:</b>	Project Support Officers
<b>Location:</b>	Yangon, Myanmar

### **Background**

WWF, an independent conservation organization active in nearly 100 countries, works to sustain the natural world for the benefit of people and wildlife. WWF-Myanmar, established in 2014, is focused on halting the loss of the country's extraordinary biodiversity and ensuring that human use of the country's natural resources is sustainable and equitable. Preserving the environment in which people live and work is critical for health and wellbeing. Find out more at [www.wwf.org.mm](http://www.wwf.org.mm)

### **Major Function**

The Operations Director supervises the Administration and HR systems, and procedures in the WWF-Myanmar Country Office. As a member of the Country Management Team (CMT), he/she shares responsibility for the overall performance of the Country Programme. He/she will build and implement Operations unit's action plan for the Myanmar programmes, in line with the WWF-Myanmar Strategic Plan. He/she will liaise with the Country Director (CD) and members of CMT to make decisions for operational activities and set strategic goals.

### **Major Duties and Responsibilities**

- Is a member of CMT
- Develop; the HR, Admin, IT Strategic Plan for WWF-Myanmar to contribute to the delivery of the organization's objectives.
- Supervise Talent Management strategy for WWF-Myanmar.
- Oversee the Country Dashboard for HR, Admin & IT functions.



- Responsible for the planning, implementation, monitoring and review of WWF-Myanmar Operations budgets including procurement, training, staff budget, office running cost to ensure donor requirements are met, cost recovery is sufficiently budgeted, and a strong financial position for the Country.
- Responsible as direct line manager of Sr. IT Officer, Sr. Administration Officer, People & Culture Manager, Manager for Workplace Health & Safety by reviewing individual work plans, managing performance, providing induction, training, coaching, mentoring and advice to ensure that they understand and carry out their responsibilities to the required standards.

### **Administration**

- Take lead in liaison with lawyers as needed.
- Advise the Country Director on all requirements to ensure the organization operates in a proper and effective manner. Maintain an awareness of any possible issues and develop plans that will provide for such contingencies.
- Oversee the Administration function, ensuring adequate Admin support is provided to staff when needed.
- Oversee the preparation and coordination of office activities, i.e., CMT Meeting, Team meeting, team building, staff events, etc.

### **Information Technology**

- Coordinate with Sr. IT Officer to implement the ICT security policy for MM office to cover the access and usage of all ICT facilities including hardware, software and data files for all WWF data and assets.
- Review and update of all necessary IT systems and policies such as backup and safety of data, hardware replacement and maintenance to ensure that the equipment is reliable, maintained and supports business purposes.

### **Human Resources (HR)**

- Monitor annual HR activity work plan to ensure that the organization attains its objectives as cost-effectively and efficiently as possible.
- Provide support to People and Culture (P&C) Manager for performance appraisal process to make sure the completeness of performance appraisal as scheduled, AIM pool calculation, bonus scheme and provide comments to managers and staff on performance appraisal results if needed.
- Encourage and maintain sound employee relations by undertaking all necessary consultation and negotiation with staff on personnel issues to ensure that harmonious relationships and effective communications are maintained between management and staff.



- Take a lead in salary and benefit surveys, and analyse data with the support of P&C manager/Officer, to ensure that the organization has accurate and up to date information relating to external pay relativities.
- Cooperate with HR audit form WWF International and WWF-GM, conduct internal audits to evaluate HR administration of the project offices, and present audit findings to the CMT to identify areas requiring attention and ensure audit recommendations are implemented.
- Support P&C Manager/Officer in coordinating with other managers to accomplish workforce planning.
- Work with Organisational Development (OD) Manager and P&C Manager to produce a Talent Management Plan for High Performing Employees and work with CMT to implement it.

#### **Other Issues**

- Provide comprehensive advisory and technical guidance to Country Director, managers and staff on all aspects of human resources to ensure that the organization follows policies, procedures, requirements, and makes best use of its staff.
- Maintain an awareness of any possible operating issues and develop plans that will provide for such contingencies.
- Act as focal for Health & Safety while ensuring the organization's operations comply with related requirements Investigate and report on incidents, recommending any changes that may be necessary.
- Act as focal for Fraud & Corruption (F&C) while ensuring the organization's is fully comply with WWF's F&C policy.
- Manage and organize events and provide necessary advice to the respective Managers.

This JD covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively form staff. Other tasks may be assigned as necessary according to organizational needs.

#### **Working Relationships**

##### **1. Internal**

- Work closely with the Country Management Team, Project Managers, Operations team, regional HR team. Engage with and support WWF-Myanmar staff.

##### **2. External**

- Interact regularly with local partners, donors, counterparts,, external auditors, consultants, suppliers. Engage with other organizations on HR systems and practices for learning and sharing.



## Requirements

### 1. Education and Qualification

- Master's degree in Human Resources Management, Business Management, Business Administration, or in relevant fields
- Basic knowledge of environmental and conservation issues in Myanmar
- Thorough understanding of , labour, health,safety and other related issues in Myanmar
- Knowledge of information technology to a level to enable sound management of these functions
- 7 to 10 years of practical experience in office management (finance and Administration, or HR management), 3 years of which should be in Myanmar
- Experience in implementing and monitoring the compliance of HR system, policies and procedures, preferably the context of an international organization
- Experience of working in multicultural environment

### 2. General Skills and Competencies:

- Strategic thinking, leadership and management
- People management, coaching, mentoring and capacity building/development
- Presentation, communications, and negotiation
- Networking, influencing and interpersonal
- Problem solving, and management of risk
- Planning, organization, time management, and coordination
- Fluency in written and spoken English and Myanmar language
- Proficiency in MS Office
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

## WWF's Mission and Values

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**: WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
  - *conserving the world's biological diversity*
  - *ensuring that the use of renewable natural resources is sustainable*
  - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Courage, Integrity, Respect, and Collaboration.



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**Closing Date: 17 May 2024 (Friday)**

Interested candidates should email [vacancy.mm@wwf.org.mm](mailto:vacancy.mm@wwf.org.mm) or send a hard copy cover letter and curriculum vitae in English to 164 (A+B) Dhammazeddi Road, Bahan Township, Yangon, stating the applied position title. Email application documents should be addressed as Document\_Your fullname.

WWF do not discriminate the applicants based on race, gender, religion or sexual orientation. ALL are encouraged to apply.

Only short-listed candidates will be contacted.