



**WWF-Myanmar**  
164 (A+B), Dhammazedì Road,  
Bahan Township, Yangon  
Myanmar 11201

Direct: +95-1-7515106  
Fax: +95-1-7503383  
[www.wwf.org.mm](http://www.wwf.org.mm)

## **JOB DESCRIPTION**

**Position title:** Freshwater Programme Assistant, WWF-Myanmar

**Reports to:** Head of Freshwater Programme

**Supervises:** Head of Freshwater Programme

### **I. 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).

### **II. Mission of the Department**

Home to the two last large free-flowing tropical Asian rivers and the largest intact forests in the region, with mountains, coral reefs, and endangered species such as the Asian elephant and tiger, Myanmar is a spectacularly diverse country and a melting pot of biological and socio-cultural diversity.

The Freshwater Team supports the aims and objectives of WWF-Myanmar through a series of projects and activities promoting sustainable water resources management. One of our specific focus areas is on conserving the last two large free-flowing rivers in southeast Asia – the Ayeyarwady and the Thanlwin, both of which flow through Myanmar.

### **III. Major Functions:**

Freshwater Programme Assistant assists in all programme and administrative duties for the Freshwater team, liaises with other WWF-Myanmar programme staff, finance team, operations team, ensures smooth project management, supports organizational tasks and communications. The individual will directly report to the Head of Freshwater Programme.



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#### **IV. Major Duties and Responsibilities:**

- Assists in the development and implementation of the Freshwater Programme;
- Drafting and editing of documents, reports, or presentations for the project;
- Coordination and logistics for multi-stakeholder meetings in a range of States and Region in Myanmar, and internationally;
- Overall administrative support to projects;
- Other ad hoc assignments and supports that freshwater projects are in need.

#### **V. Profile:**

##### **Required Qualifications**

- Fresh graduate or being a postgraduate student of environment, biodiversity conservation, forest, rural development, social science, business, or other related field;
- Practical experience in conducting survey and community facilitation is an advantage;
- Additional knowledge of freshwater biodiversity and water pollution subjects would be preferable;
- Knowledge of relevant software applications including MS Office (Microsoft Office: Word, Excel, and Power Point);
- Familiarity with the intervention of WWF Freshwater Programme

#### **VI. Required Skills and Competencies**

- Ability to do independent research
- Good report writing and formatting
- Clear communication and presentation skills
- Ability to speak and write both English and Myanmar
- Active, fast learner and highly committed individual
- Willingness to take initiative and challenges
- Able to travel local and international if needed
- Event arrangement and logistic

#### **VII. Working Relationships:**

**Internal** - Collaboration and coordination with the WWF-Myanmar Freshwater Team

**External** - Collaboration and communication to partner organizations, external consultants, stakeholders, and other organizations, etc.

#### **VIII. Adhere to WWF's values: Courage, Integrity, Respect and Collaboration.**



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**Closing Date: 24 June 2025 (Tuesday)**

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) Dhammazedì Road, Bahan Township, Yangon, stating the applied position title. Email application documents should be addressed as Document\_Your fullname.

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

Only short-listed candidates will be contacted.