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JOB DESCRIPTION

Position title: WWF Cameroon Country Director
Reports to: Deputy Regional Director – Central Africa
Supervises: Senior Management Team of WWF Cameroon
Date: June 2018
Level: Country Head

I. Mission of the Role

To develop and lead a high performing WWF Cameroon Office so that it is embedded in local society, is highly influential and relevant to the Country; plays a leadership role in the WWF network; shapes the conservation agenda of Cameroon to deliver on WWF's global priorities at national, regional and global level; and is driven by a passion for biodiversity and vision for a world where people live in harmony with nature.

II. Major Functions

- Leads the vision, strategic planning and institutional development of WWF Cameroon Office as the leading conservation NGO nationally, regionally and globally;
- Accountable for the management of WWF Cameroon Office and ensures it is managed effectively and efficiently in all key programme areas: Conservation Program, Finance and Administration, Human Resources & Organization Development, Partnership Development, Communications, Fundraising and Monitoring & Evaluation;
- Provides effective leadership and line management for all members of senior management team;
- Provides thought leadership on key issues at national level and manages key partnerships including national Government, the private sector and civil society to ensure optimal communication and mutually beneficial relationships are established and maintained;
- Promotes the vision and objectives of the WWF Cameroon Strategic Plan to external and WWF stakeholders, and participates in strategic partnership building / fundraising approaches to them in coordination with all stakeholders as appropriate;
- Development and Leadership of the process to become a strong network office through Network support;
- Provides effective leadership and guides line management to relevant trans-boundary or multi-country programs.

III. Major Duties and Responsibilities

Networking and representation

- Represents WWF Cameroon at network meetings, vis-à-vis government, private sector leaders, key supporters and stakeholders;
- Contributes actively to the WWF Africa Leadership Team;
- Ensures effective communications and partnerships with WWF Network, government, international organizations, other non-governmental organizations, private sector and public to ensure strong profile of WWF Cameroon and its activities, as well as leveraging opportunities between national, regional and global levels.





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Strategy Development and Implementation

- Provides overall direction and leadership in developing and executing WWF Cameroon strategic objectives and institutional vision and transformation on the path to become a robust organization, with strong foundations in local civil society;
- Further strengthens WWF's profile, reputation and credibility in Cameroon and influences policies and best practices in line with WWF's global programme priorities;
- Ensures that WWF Cameroon Office has a solid long-term development strategy, including a sound Financial Sustainability Plan, and is financially strong to deliver on its conservation agenda;
- Initiates and leads strategic partnerships relevant for WWF Cameroon strategic plan and institutional vision as well as WWF Network's key global initiatives;
- Provides leadership for diversified local and international fundraising initiatives to strengthen programme funding and sustainability as well as ensures the production of good quality funding proposals and response to call for proposals;
- Provides overall direction and leadership in promoting and executing of trans-boundary and multi-country programs, ensuring good quality of leadership, coordination amongst stakeholders and implementation.

Ensuring adherence to legal and donor reporting requirements and internal policies

- Ensures WWF Cameroon activities comply with relevant government MoU legal requirements and ethical standards;
- Ensures the compliance of WWF Cameroon with WWF International and agreed WWF Network policies, standards and procedures, in particular the Compact Agreement, Fraud and Corruption Policy, and Respect in the Workplace Policy;
- Ensures on time quality technical, financial and management reporting to donors and all relevant parts of the WWF Network, according to agreed standards.

Management of country operations

- Leads staff effectively through creation of a shared vision ensuring all staff in the WWF Cameroon office understand their contribution including establishment of appropriate organizational structures, policies, processes, and departmental responsibilities;
- Establishes implements and ensures that the Office is effectively and efficiently managed in all key areas – conservation, operations, finance, HR, communication, marketing, fundraising and policy and partnerships;
- Effectively leads, coordinates, manages and develops the senior management team and supports them in executing the strategy and managing talent and resources;
- Builds a culture of performance, positivity, engagement, creativity and work ethics in the WWF Cameroon office;
- Performs other duties as requested by her/his line manager or her/his designate.

IV. Profile

Required Qualifications

- At least 10 years professional experience in a leadership role, 3-5 years of which should be in the Central Africa, with demonstrated success in managing multi-disciplinary teams;
- Minimum Master's degree in an environmental/conservation field. Additional academic degree and training on Business Management, International Relations/ Development, or other related fields in would be a strong asset;
- 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 both French and English.





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Required Competencies

- A proven leader with the capability of growing an organization's impact and building future leadership and talent in the organization;
- 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;
- Knowledge/understanding the work that WWF does and demonstrate a passion for conservation;
- Have networks at the highest levels of Government and Business and civil society;
- Excellent communication and interpersonal skills including the ability to represent an organization at a range of local and international fora, in the media and with the general public;
- Very strategic and demonstrated experience in developing, implementing and evaluating strategic plans;
- Track record of building organizational talent by nurturing performance culture and encouraging empowerment and delegation;
- Decisive, courageous and resilient;
- Passion for conservation and WWF's mandate;
- Committed to equal opportunity employment policies;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal: Interacts with the WWF Cameroon Strategic Management Team and staff on a daily basis, and as and when required coordinates and interacts with offices in the region, WWF International Secretariat and other offices in the WWF network.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with her/his line manager 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.

