

## Transition Manager

### Description

## About WWF

For 50 years, WWF has been protecting the future of nature. The world's leading conservation organization, WWF works in 100 countries and is supported by 1.2 million members in the United States and close to 5 million globally. WWF's unique way of working combines global reach with a foundation in science, involves action at every level from local to global, and ensures the delivery of innovative solutions that meet the needs of both people and nature.

Mission Talent has been exclusively tasked by WWF International to assist them with their search of a Transition Manager.

## Major Functions

- Support a major restructuring process and its implications in WWF WMPO
- Act as the ad-interim Country Manager for the possible gap between the departure of the current PO Representative and the arrival of the new Country Manager

## Key Responsibilities

- Guide and support the implementation of the roadmap developed for PNG Country Office and its corresponding Action Plan
- As par to the above, support the effective implementation of the reorganisation and downsizing of the WWF PNG programme and operation teams
- Manage the transition of the office move from Port Moresby to Madang
- Manage the smooth transition from being a Programme Office on its own to a Country office as part of the new WWF Pacific Regional Programme Office
- Effectively address staff moral and motivation issues following the reorganisation and downsizing of the programme
- Further increase the effectiveness and cost efficiency of our programmes and operations by implementing synergies with TNC in terms of office space, shared positions etc.
- Support hiring of positions in Madang as necessary
- Following the departure of the incumbent PO Representative as of mid August fulfil all leadership and management functions related to this position until the new Country Manager is in place and ensure a effective hand-over. These functions include:
  - Provide strong management support and oversight – financial, human resource, and administration – for all ongoing conservation programmes, terrestrial, marine and fisheries in PNG
  - Maintain and further strengthen relations with relevant provincial government agencies, local and international NGO partners, in particular TNC in Madang, Pt Moresby and Manus through regular meetings and information sharing
  - Ensure funding needs for PNG country programme are addressed timely with the Pacific Programme Representative, Regional Fundraiser, and the WWF International as the Home Office
  - Ensure compliance with WWF International policies and procedures and legal requirements relevant to WWF PNG Country Office
  - “Ensures excellent relationships and communications with key WWF stakeholders and network players including Natl. Organisations, Global Initiatives, Thematic Programmes and other Programme Offices”
- Lead on the development of a revised strategic plan for PNG in line with the overall strategic plan for Pacific subregional Programme Office
- Ensure on-time delivery of PNG programme and financial reporting requirements.

## Profile

### Skills and Qualifications

- A university degree (preferably at Masters level) in a relevant disciplines including business management, biology, conservation, and natural resource management
- At least 5 years practical experience in people management and managing conservation or natural resource management programmes or multiple projects
- Significant supervisory experience with the ability to manage and interact at all levels of an international, multicultural and multilingual organizations
- Knowledge of WWF structure; Pacific region, especially PNG

### Meta Fields