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WWF- Cambodia

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Annex I

JOB DESCRIPTION

Position title:	Spatial Planning Assistant
Directly reports to:	Spatial Planning Technical Coordinator, WWF-Cambodia
Validity:	One year (renewable)
Location:	Senmonorom, Mondulkiri Province

Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia, Laos, Thailand and Vietnam, including a Regional team in the Hanoi, Vientiane and Bangkok offices.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional guided by the WWF Greater Mekong Programme strategic plan FY11-FY15.

The Eastern Plains Landscape (EPL) is one of three large projects supported by WWF-Cambodia. Covering almost 6,000km², the EPL project gives especial support to two conservation areas (Mondulkiri Protected Forest (under Ministry of Agriculture, Forestry and Fisheries) and Phnom Prich Wildlife Sanctuary (under Ministry of Environment)). This is an area of extremely high biodiversity value but is under significant threat from a wide range of activities including the illegal trade in wildlife and timber, forest encroachment and habitat conversion.

I. Major Function

The position of Spatial Planning Assistant will contribute to the achievement of the development of Provincial Spatial Planning. The responsibilities of the Spatial Planning Assistant are:

1. To enable his counterparts from the Mondulkiri Provincial Spatial Planning Team to design a Provincial Spatial Planning through participatory methods and procedures.
2. To support the Spatial Planning Technical Coordinator in the organizational tasks of the daily work at the Mondulkiri Spatial Planning project.

President: Yolanda Kakabadse
Director General: James P. Leape
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund



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3. To conduct all GIS relevant tasks in the process of the Provincial Spatial Planning with support from the WWF Senior GIS officer and with close cooperation from the government GS counterpart

II. Major Responsibilities

A - Technical GIS support

- Responsible for GIS work, mapping pre/during field work
- Participate in field work including data collection by special surveys or by sourcing from other organizations
- Conduct and assist the acquisition, processing, analysis, management and dissemination of geographic data relevant with the Provincial Spatial Planning policy and framework.
- Conceive and implement a filing system for all digital information related to Spatial Planning activities
- Attend ad-hoc and on the job training from the WWF GIS senior officer
- Initiate, organize and conduct trainings related to mapping, the use of Q-GIS or other mapping related program for Mondulkiri Provincial Spatial Planning Team and other stakeholders.

B - General coordination and administrative support

- Assist Spatial Planning Technical Coordinator in daily field and office work
- Assist in liaising with involved local authorities
- Support in the organization of training, meeting, workshops, seminars, and other events on subjects that are related to the project's activities as requested
- Perform administration task on demand of the Spatial Planning Technical Coordinator
- Provide interpretation and translation services whenever needed or requested
- Do other task upon the leader's necessity

C - Monitoring and Evaluation, Reporting

- Assist the Mondulkiri Provincial Spatial Planning Team in fulfilling their M&E tasks
- Assist WWF-Spatial Planning Technical Coordinator in preparing technical monthly, quarterly, semester and annual reports
- Assist in documenting experience and lesson learnt



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III. Working Relationships

1. Internal

- **WWF GMPO:** Work closely with EPL Programme staff (Community and Research team), Conservation Programme Manager, Landscape Manager, and Technical Advisors at regional level,
- **WWF Network:** Relevant WWF offices, WWF International, relevant Network Initiative teams

2. External

- Interact with donors, Government, partners, communities, consultants, other NGOs active in Cambodia (eg WCS, FFI, Birdlife, Conservation International)

IV. Requirements

1. Education and Qualification

- BSc. in land management and land administrative, natural resources management, environmental or another relevant degree.

2. Preferred Knowledge

- Knowledge of conservation and spatial planning issues in the Greater Mekong Region, and in Cambodia is an advantage

3. Experience

- Several years of work experience in the required field
- Good in Database management, ArcGIS, QGIS, Ms word Excel and Power point
- Skills in management, facilitation and communication
- Commitment and willingness to team work
- English proficiency in writing, speaking and reading

4. General Skill

- Training of trainer for GIS
- Presentation and communications
- Planning and organisation
- Networking and interpersonal
- Proficiency in MS Office

5. Technical Skill

- Coaching and capacity building/development
- Report writing in English



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- Knowledge on data collection activities

6. Ability

- Working well with and contributing effectively to a multicultural team
- Working independently in remote areas and spending periods of time in the field
- Working on own initiative with minimum supervision and staying on task

7. Personality

- Dynamic
- Initiative
- Sociable

8. Job Competencies:

- **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
- **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
- **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
- **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
- **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

V. WWF's Mission and Values

1. It is part of every staff member's job description 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 job description to embody WWF's **values**, We are:

◦ **Engaging**

Open, available, accessible

◦ **Optimistic**

Inspiring, positive, ambitious, successful

◦ **Determined**



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Passionate, urgent, results-oriented

- **Knowledgeable**

Science and facts based, wise/smart, intelligent, expert