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**WWF- Cambodia**

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## **Annex I**

### **Job Description**

<b>Position title:</b>	Livelihoods & Eco-Tourism Officer
<b>Grade:</b>	N/A
<b>Reports to:</b>	Livelihoods & Eco-Tourism Coordinator
<b>Supervises:</b>	N/A
<b>Validity:</b>	One year
<b>Location:</b>	Kratie province

#### **I. 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 (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), Myanmar, and including a Regional team in the Cambodia, 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.

The Mekong River in Kratie and Stung Treng Provinces, as well as its three main tributaries the Srepok, Se San, and Se Kong and their catchments are the prioritized areas for conservation for the MFF Landscape of WWF Cambodia. Located between the towns of Kratie and Stung Treng Province, a 56km stretch along the Mekong River is recognized as nationally and globally significant for its high biodiversity value. In 2013, the Ministry of Agriculture, Forest and Fisheries officially designated the area as a management and conservation site for biodiversity and fisheries resources, which is a part of Mekong Flooded Forest Landscape.

The Stung Treng Ramsar site, designated in 1999, is one of the three Ramsar areas in Cambodia, under the management authority of the Ministry of Environment's General Department of Administration for Nature Conservation and Protection (GDANCP). This site extends approximately 37 km along the Mekong River between Stung Treng town and the border with Lao PDR.

#### **II. Major Functions**

The Livelihoods and Eco-tourism Officer is mainly responsible for undertaking of field implementation of livelihoods and eco-tourism activities in partnership with NGO and

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Director General: James P. Leape  
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HRH The Duke of Edinburgh  
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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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government partners, and assist Livelihoods and Eco-tourism Coordinator (LEC) to facilitate and coordinate with relevant partners in MFF Landscape of Kratie and Stung Treng to ensure alternative livelihoods interventions and eco-tourism development are well linked and contributed to conservation efforts of MFF programme. He/she will be based at MFF Office in Kratie Province, and frequently travel to work closely with local authorities and communities at the project location.

### **III. Major Responsibilities**

- Work with relevant NGOs and government partners to undertake implementation of alternative livelihoods activities and eco-tourism in Kratie and Stung Treng of MFF Landscape.
- Organize project coordination meetings, events, trainings and workshops with relevant partners in MFF landscape.
- Conduct field assessment for livelihood interventions, and identify potential areas for alternative livelihoods and eco-tourism development in MFF Landscape.
- Facilitate and work with MFF team to ensure livelihoods and eco-tourism interventions are complemented and linked to conservation efforts along the Mekong River and its tributaries in line within the MFF programme and WWF-Cambodia strategic plan.
- Provide backstopping to relevant NGOs and government line agencies on the implementation and monitoring of livelihoods and eco-tourism activities.
- Share eco-tourism and livelihoods related knowledge and skills internally amongst WWF-Cambodia staff, and externally to NGO and government partners.
- Build skills within community ecotourism groups to effectively develop ecotourism products, host tourists, and engage with the private sector;
- Work with LEC to design training program on community ecotourism knowledge and products, and livelihoods.
- Assist LEC to develop Livelihoods and Eco-tourism strategies for MFF landscape.
- Assist LEC facilitate monitoring and evaluation of livelihoods and eco-tourism component.
- Work closely with Provincial Department of Tourism in Kratie and Stung Treng and relevant NGOs and private sectors (Tour operators, hotel and restaurants...etc.) to promote eco-tourism in the landscape.
- Work closely with the Community Engagement Team (CET) to promote community based ecotourism products, services, and promotional materials.
- Establish Community-Based Eco-Tourism (CBET), and provide capacity building to those CBET, and assisting for their management as well as follow-up the CBET's management plan.
- Assess and mapping the eco-tourism resource assets in cooperation with key stakeholders and WWF- Cambodia staff;
- Provide training to local community guides on the effective guiding, ensuring proper preparations and precautions; are taken for safety and security reasons.
- Work with local guides in developing interpretive signs in trekking areas and mappings of



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the eco-trails.

- Assist LEC to integration of MFF Landscape workplan into provincial, district, commune investment and development plans of Kratie and Stung Treng provinces.
- Together with LEC to produce monthly and quarterly reports.
- Host the visits of guests to MFF landscape including donors, visitors, WWF networks...etc., and ensure logistic arrangement is well organized with support from administrative and MFF team.
- Performs other duties as requested by the LEC and landscape manager.

#### **IV. Supervisory Responsibilities**

N/A

#### **V. Working Relationships**

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

The Livelihoods and Eco-Tourism Officer will work closely with all members of the WWF Cambodia Freshwater Programme staff. He/she will work out of the WWF office in Kratie, but will spend a lot of time in the field along the Mekong River.

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

The Livelihoods and Eco-Tourism Officer will work in close co-operation with NGOs and government collaborative partners on a day-to-day basis and ensure activities of Livelihoods and Eco-tourism intervention in the Stung Treng is collaborated with all relevant stakeholders and local authorities.

#### **VI. Requirements**

##### **1. Education and Qualification**

Bachelor Degree in Natural Resource Management, Tourism, Business Administration or related discipline.

##### **2. Knowledge**

- Knowledge of communities along the Mekong River in Kratie and Stung Treng provinces would be helpful.
- Knowledge of alternative livelihoods interventions and eco-tourism is an asset
- Thorough understanding of community NRM issues in Cambodia
- Knowledge of strategies to mitigate and adapt to the impacts of climate change
- Thorough understanding of key biodiversity issues in a conservation and development context in Cambodia

##### **3. Experience**



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- At least 3 years field experience in working at the community level, especially in alternative livelihoods development and or eco-tourism development in Cambodia.
- Proven experience in community organizing, facilitation and empowerment
- Experience in training and skills, knowledge and attitude transfer.
- Experience with project monitoring and evaluation

**4. General Skill**

- Fluency in written and spoken Khmer and English
- Good speaking, reading, and writing skills in English
- Proficiency in MS Office.

**5. Technical Skill**

- Effective communication skills and willingness to network with similar projects in Cambodia/region.
- Facilitation skills
- Good monitoring and evaluation skills
- Good administrative and report writing skills.

**6. Ability**

- Able to work in remote area with low levels of technical support on site, with significant portions of time spent living and working in communities.
- Ability to travel by motorbike, boat and stay in remote areas.
- Able to coordinate various teams and tasks, and set and meet deadlines.
- Working well in a multi-cultural team

**7. Personality**

- Approachable
- Flexible
- Reliable

## **VII. 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*



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- *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**

Passionate, urgent, results-oriented

- **Knowledgeable**

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