



*for a living planet®*

**WWF-Cambodia**

21, Street 322,  
Boeung Keng Kang I,  
Phnom Penh, Cambodia  
P.O. Box: 2467

Tel: +855 23 218 034

Fax: +855 23 211 909

[www.cambodia.panda.org](http://www.cambodia.panda.org)

[www.panda.org/greatermekong](http://www.panda.org/greatermekong)

[wwfcambodia@wwfgreatermekong.org](mailto:wwfcambodia@wwfgreatermekong.org)

**Annex 1**

**JOB DESCRIPTION**

<b>Position title:</b>	Project Coordinator on “Safeguarding a Critical Biodiversity Conservation Corridor in Cambodia’s Eastern Plains”, WWF–Cambodia
<b>Directly reports to:</b>	Eastern Plains Landscape, WWF–Cambodia
<b>Technically Report to:</b>	N/A
<b>Supervises:</b>	N/A
<b>Validity:</b>	Three years with one year performance review
<b>Location:</b>	Sen Monorom, Mondulhiri 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 (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a Regional team in the Hanoi, Vientiane and Bangkok offices. The ‘Greater Mekong Programme Office’ (GMPO) was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

WWF was one of the first international NGOs to implement livelihoods-based conservation projects in Cambodia by 1995. WWF is recognised by the Cambodian government and the general public as a major contributor to the sustainable development of the country through provision of science-based information and capacity-building for relevant stakeholders, conservation of priority places and improvement of livelihoods of vulnerable communities relying on those key biodiversity areas. In November 2016, WWF-Cambodia received an award from Cambodia’s Prime Minister Hun Sen as recognition for our important work.

Cambodia’s Eastern Plains Landscape (EPL) covers 28,000 km<sup>2</sup> and hosts a network of six Protected Areas forming the largest remaining relatively intact block of dry forest and one of the last biodiversity hotspots in Southeast Asia. The EPL is recognized as one of the 200 globally most valuable biodiversity Eco regions by WWF and other conservation organizations. This Key Biodiversity Area (KBA) has been experiencing rapid deforestation and is increasingly threatened by

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



***for a living planet®***

anthropogenic drivers including systemic poverty, unclear land rights, non-participatory land-use planning and weak governance.

In the core area of the EPL, Srepok Wildlife Sanctuary (SWS) and Phnom Prich Wildlife Sanctuary (PPWS) cover almost 6,000 km<sup>2</sup>, providing agriculture and NTFP-based subsistence livelihoods to 30,000 individuals including 8,000 indigenous people. This mosaic forest landscape hosts populations of endangered and critically endangered species including Asian elephant, leopard, dhole, banteng, Siamese crocodile, Eld's deer, Giant ibis and three species of vultures.

The ecological integrity of the PPWS/SWS complex is threatened by loss of connectivity between the core zones of the two Protected Areas, affecting globally threatened species of wildlife and the livelihoods of local communities relying on the forest.

The target area of the project is the last potential wildlife corridor between these two core zones. Although it connects the core zones of the two Protected Areas, the wildlife corridor entirely legally sits within the SWS boundaries, covers approximately 250 km<sup>2</sup>, and is home to eight communities totaling 3,500 people (including 50% indigenous people). Loss of connectivity happens mainly through illegal forest clearing by communities for agricultural purposes and in the absence of an enforced SWS management plan. Forest encroachment drives potential human-wildlife conflicts and the loss of forest ecosystem services such as NTFPs, water provision and climate regulation on which the communities depend.

The project will foster a 3-pronged strategic approach: (1) Biodiversity research and monitoring, (2) Sustainable agriculture-based livelihood improvement, and (3) Governance of PPWS/SWS biodiversity conservation corridor.

## **I. Major Function**

The main responsibility of the Project Coordinator is the planning, implementation, monitoring of the project activities, cooperating and building relationship with Government Stakeholders. He/she ensures the exchange on information between different projects in the Eastern Plains Landscape (EPL) and stakeholders and ensures to provide technical support to the Eastern Plains Landscape Manager. He/she closely coordinates with Conservation Area Manager, Species and Research Technical Advisor and other Project Managers/Coordinators in the EPL in the management and implementation of the Project on Safeguarding a Critical Biodiversity Conservation Corridor in Cambodia's Eastern Plains. He/she ensures the compliance with the project documents, project agreement and WWF's contractual obligations. This includes responsibilities for technical, financial, reporting, monitoring and administrative aspects of the projects.

## **II. Major Responsibilities**

### **A. Project Planning, Implementation, Monitoring and Evaluation**

- Develop project planning (monthly, quarterly, and annual workplan), managing and monitoring to meet project framework and project agreement/ objectives
- Conduct regular communication with WWF Donor's Project Manager, WWF Recipients Project Manager, Conservation Area Manager, Species and Research Technical Advisor, Project Stakeholders, and other relevant project staff if necessary.
- Provide technical support to the Eastern Plains Landscape Manager and the relevant Project Managers/Coordinators in the Eastern Plains Landscape in the development, monitoring, review, and update of the project activity work plan.



*for a living planet®*

- Assist in developing and maintaining a project monitoring and evaluation system, project database, and provide support to the evaluation of the project
- Assist the Eastern Plains Landscape Manager and coordinate with the other Project Managers/Coordinators and projects teams to monitor progress against activity work plan to ensure that the projects attains its objectives as cost-effectively and efficiently as possible and finds solutions for potential problems
- Monitor the timely implementation and financial management of sub-contracts
- Plan and monitor the financial management/ expenditures with support of the finance department
- Represent WWF Eastern Plains Landscape work in meetings, workshops, conferences, and symposium to present project activities and achievements as required
- Attend project coordination meetings with all key stakeholders (national and international organisations and partner), as required, to ensure the smooth implementation of project activities and create synergy and cooperation between parties

**B. Technical Support and Partnership Development**

- Provide technical support to the established and/or improved corridor Community Protected Areas (CPAs) by coordinating and cooperating Community Engagement team, law enforcement teams, research teams, and partners.
- Coordinate with all EPL Project Managers, teams or consultants in organizing training courses, workshops and seminars
- Provide advisory and technical guidance to stakeholders, counterparts, and consultants on all aspects related to the projects when required
- Help facilitate donors and VIP visit to project sites and coordinate and organize in-country and international study tours and field visits
- Promote the organisation's image in the community along the corridor by attendance at meetings and fora in related fields
- Build understanding and capacity on relevant laws, sub-decrees and biodiversity principles to local communities and other key stakeholders
- Liaise between corridor communities and provincial government in terms of resource management related to issues of policy and advocacy for development and other related corridor community issues as determined by relevant WWF staff
- Manage and coordinate linkages and work programmes with Government counterparts and seek cooperation with other relevant projects: provincial, national and NGO-supported
- Assist the Eastern Plains Landscape Manager to regular communicate with Government stakeholders, e.g. share information via meeting PDoE, PDAFF, Mondulkiri Governor, and others.

**C. Human Resource Management**

- With Eastern Plains Landscape Manager, build a skilled and effective EPL project staff through leadership and training
- Effectively coordinate the management of the project resources including cooperation of staff field work, stakeholders, and partners
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement
- Assist in the recruitment and selection of staff under supervision if requested by Eastern Plains Landscape Manager
- Work with Eastern Plains Landscape Manager Manager and other Project Managers in the Eastern Plains Landscape to identify training needs and development opportunities for supervised project assistants and project staff including providing training/mentoring to staff to help them understand the project when required



*for a living planet®*

- Develop TORs for consultants and monitor the work of the consultants to make sure that the expected outputs are delivered

#### ***D. Reporting***

- Provide technical support to Eastern Plains Landscape Manager and get comment from other Project Managers in the Eastern Plains Landscape in preparing three-monthly progress reports to monitor all technical, financial and administrative aspects on the utilization, outcomes and impacts of all resources made available to the project and ensure all report requirements are met
- Prepare quarterly reports of the project related activities for the different government offices
- Assist the Eastern Plains Landscape Manager to consolidate EPL monthly and quarterly progress reports for the government stakeholders, e.g. Mondulhiri Governor Report and MoFA
- Write information material and case studies in both Khmer and English as required

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the person. Other tasks may be assigned as necessary according to organizational and project requirements.

### **III. Working Relationships**

#### **1. Internal**

- **WWF GMPO:** Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, project staff, finance and administrative staff and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF–Cambodia staff and with the WWF donor’s project manager.
- **WWF Network:** Coordinate and consult with related project focal persons

#### **2. External**

- Interact with Government agencies at provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders. Some interaction with donors may be required.

### **IV. Requirements**

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

- A minimum of a Master degree in conservation, rural development, natural resource management, agro-forestry development, bioregional planning, environmental, or in relevant fields

#### **2. Knowledge**

- Technical knowledge of conservation, agro-forestry development and natural resource management issues in Cambodia
- Proven understanding of issues in related topics/ fields and working knowledge as well as policy/institutional knowledge in the field of community based resource management in Cambodia



*for a living planet*<sup>®</sup>

- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector
- Knowledge of WWF structure, priorities and procedures as well as WWF's ecoregional approach to conservation is an advantage
- Knowledge of Monitoring & Evaluation methodology, quality assurance

### **3. Experience**

- 5 years of practical experience in managing project in NGOs or development agencies
- Experience of working in Cambodia, especially in the project areas, is an advantage
- Experience in conducting studies and coordinating research activities
- Experience of working with Government officials, local communities and/or donors at all levels
- Experience in developing natural resource management plan, land use planning and/or rural sustainable planning is an advantage

### **4. General Skill**

- Human resource management, coaching and capacity building/development
- Financial management
- Presentation and communications
- Networking
- Teamwork
- Planning, organisation, time management, facilitation, and coordination
- Influencing and negotiation
- Fluency in Khmer and written and spoken English. Knowledge of a local language (eg Bunong) would be an advantage
- Proficiency in MS Office;
- Database management is an advantage

### **5. Technical Skill**

- Leadership and management
- Analysis
- Report writing
- Problem solving
- Monitoring and evaluation
- Mapping and land use planning is an advantage

### **6. Ability**

- Willing to stay in remote areas
- Working on own initiative with minimum supervision and staying on task



**for a living planet®**

- Travelling extensively

**7. Personality**

- Enthusiastic
- Organized
- Resourceful and creative

**8. Job Competencies:**

**1. 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.*

**2. External Orientation**

*Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends.*

**3. Delivering Quality Outcomes**

*Establishes stretch goals, plans, using best judgement and takes responsibility for planning to and delivering on outcomes.*

**4. Building Working Relations**

*Builds collaborative relationships through the understanding and development of other's and own ideas.*

**5. Communicating Effectively**

*Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding*

**6. Leading Teams**

*Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance*

**7. Leading Change**

*Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically*

**8. Managing Resources**

*Makes the right judgements based on financial and resource availability*

**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*



***for a living planet***<sup>®</sup>

- *reducing pollution and wasteful consumption.*
- 2. It is also part of every staff member's Job Description to embody WWF's **values**, which are: Passionate and Optimistic, Challenging and Inspiring, Credible and Accountable, Persevering and Delivering Results.