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**WWF-Cambodia**

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## Annex 1

### Job Description

**Position title:** GIS and Data Management Officer, WWF -Cambodia

**Directly reports to:** Conservation Program Director

**Supervises:** Consultants when required

**Technically supervises:** Landscape GIS and MIST Officer

**Validity:** One year (renewable)

**Location:** Phnom Penh, Cambodia

#### I. Background

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong.

WWF’s mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country’s rich biological diversity. The WWF-Cambodia Conservation Programme that started more than 10 years ago is implemented in 2 landscapes – Eastern Plains Landscape (EPL) and Mekong Flooded Forest (MFF) Landscape and built over the following 4 pillars of interventions: (1) Securing Landscape Integrity sustaining conservation and livelihood development, (2) Freshwater and Sustainable Hydropower, (3) Protected Area Management and Conservation Research and (4) Sustainable Financing – Green Economy.

#### II. Major Function

GIS and Data Management Officer is responsible to provide technical foundation and competencies support for WWF Cambodia. S/he is accountable for all technical matters related to GIS, map design, production, training, data/photos analysis, monitoring, management, analysis and cataloguing of GIS and scientific information and databases, including GLOBIL. The officer will also liaise with WWF network counterparts, i.e. Geo-Spatial Intelligence Community and WWF-Germany.

#### III. Major Responsibilities

##### A. Project Implementation in WWF Cambodia:

- Design and produce maps for Cambodia projects, ensuring copyright citation are detailed on material produced, according to brand and WWF network standards.
- Ensure a systematic filing system is in place for field and GIS data, with regular (monthly) back-up to an independent storage device, following network standards.

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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- Ensure copyright and citation are detailed on material produced (maps, photographs etc.)
- Work closely with the MIST & Field Data management officer to coordinate sharing, storage and production of GIS-based material.
- Provide technical advise to the Landscape GIS/MIST data management officer and capacity building to field staff on subject related to data management and the use of high technology equipment, e.g. ne software, GIS, etc.
- Ensure project teams are aware of data availability; including aquatic and wildlife survey data (field photos, tracks/signs, transect, and camera trap photos), geographical data (wetlands, rivers, streams, ponds, watershed, vegetation, etc.), community survey data (human population and density, local livelihoods status, land use, administrative boundaries, etc.).
- Lead in the development and implementation of the applications of the INVEST tool for ecosystem services valuation.
- In cooperation with other project members, organise meetings, workshops, study tours and training courses and facilitate workshops, discussions and consultations with communities and stakeholders under the projects as required.
- Work with data users to analyse the information, to identify trends and to ensure the results are in a format that allows them to be used for programme management decision making.
- Monitor issues and trends in related fields, and topics and issues relevant to Cambodia Programme. Keep up-to-date with the work of other organizations and companies working on related issues
- Travel to projects areas as required to ensure delivery of GIS and data management requirements
- Develop, maintain and produce database of all technical reports, presentation, maps, data and information, pictures produced by the Cambodia Programme as well as list of organisations and companies working in related fields, related products, etc.
- Assist in Forest Cover Baseline Establishment and Forest Quality Monitoring – quality check, metadata completion and oversight of all data provided to GLOBIL database, and GMP Forest Monitoring Web Application.
- Assist in the maintenance of the GMP Forest Monitoring web application on GLOBIL.
- Lead in the development and implementation of new data management systems when required (e.g. WWF / ADB Regional Open Data Project)
- Responsible for the coordination with all GMP country data users to analyse the information, to identify trends and to ensure the results are in a format that allows them to be used for programme management decision making.
- Ensure to share GIS related tools, knowledge from network with GMP GIS country team, while liaising with WWF network resources.
- Assist in preparing and carrying out training and workshop at regional

### **B. Communications**

- Work with Communications Officer to develop and maintain related sections on website
- Provide support to the development of press release/conference on results of projects as



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required

- Provide inputs to communications products, materials, and campaigns to ensure accurate information of the project when required

### ***C. People Management***

- Address all technical matters requested by programme staff, especially field staff
- Identify technical competency gap of the GIS/RS, data management, WWF Programme Standards for WWF- Cambodia and work with the HR Manager and Project Managers to develop the training plan to address the technical capacity need
- Provide training as required to WWF staff and counterparts on GIS and data management systems,
- Work with the Conservation Programme Director and Country Director on the capacity building of key counterparts and other WWF staff

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.

## **IV. Working Relationships**

### **1. Internal**

- Work closely with Conservation Strategy Leader (Objective 1 and 2) as well as WWF Cambodia project staff, Landscape Managers, Communication manager, HR manager, Finance manager, and Technical Advisors at country and regional levels
- **WWF Network:** Contact WWF China Programme Office, WWF International, relevant NI teams, Geo-Spatial Intelligence Community, PIA Shareholders

### **2. External**

- Interact with donors, Government, partners, communities, consultants, other NGOs,

## **V. Requirements**

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

- At least bachelor degree in Geography or equivalent in GIS and mapping. Master degree in Geography is a plus.

### **2. Knowledge**

- Very good skills in use of Arcview, ArcGIS, ArcGIS Online, ERDAS Imagine, MIST database and MIST GIS, MS Word, MS Access, MS Excel, MS Power Point; Adobe Photoshop, Macromedia Dreamweaver MX
- Fluency in written and spoken English and native language
- Knowledge of WWF's PPMS is an advantage
- Coaching and capacity building/development
- Report writing



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- Analysis and research
- Planning, organisation, time management, facilitation, and coordination
- Fluency in written and spoken English and local language

### **3. Experiences**

- At least 3-5 years practical experience in data management, map design and production; and monitoring and evaluation
- Experience in data collection, analysis and synthesis and preparation of strategic information for decision makers
- Experience in writing reports and reviews, delivering presentation and defending recommendations
- Experience of working in multi-cultural environment and NGO