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## JOB DESCRIPTION

**Position title:** Conservation Director, WWF-Cameroon  
**Reports to:** Country Director, WWF-Cameroon  
**Supervises:** Conservation officers/advisors and Field Programme/Project managers  
**Level:** Function Head  
**Location:** Yaoundé, Cameroon  
**Date:** May 2016

### **I. Mission of the Department:**

To ensure the development and implementation to the highest standards of the WWF-Cameroon Conservation Strategy in line with the Africa and WWF network priorities.

### **II. Major Functions**

- Within the WWF Cameroon Country Programme Office (CCPO), the Conservation Director is responsible for the development, implementation and coordination of WWF conservation and policy programme in Cameroon. He/she advises the Country Director on pertinent issues in Cameroon and provides essential input for the Programme's supervision, review and evaluation;
- In close cooperation with the Country Director, the Conservation Director works with national authorities, conservation partners and projects in Cameroon in their aim to maintain the biodiversity of the country and contribute to poverty alleviation;
- Within the Congo Basin, the Conservation Director will contribute to the development and implementation of coherent regional transboundary programmes and conservation programmes embedded in the CCPO.

### **III. Major Duties and Responsibilities**

- Takes responsibility for planning process in Cameroon in accordance with the CCPO Strategic Plan;
- Initiates, evaluates and develops concepts, descriptions, operating plans and budgets for new projects in Cameroon;
- Coordinates the contribution to the Global Practices and the work of the Focal Points;
- In collaboration with the Fundraising team, actively fundraises for approved projects;
- Leads and coordinates the implementation of CCPO workplan package;
- Ensures appropriate Human resources are in place for delivering programme objectives;
- Manages and coaches direct reports;
- Coordinates the implementation and management of WWF projects in Cameroon, and provides them with technical assistance. This includes performing on-site supervision to evaluate specific project progress, organizing and participating in meetings to help determine conservation priorities;
- Ensures adequate and timely technical reporting internally and to relevant donors;
- Following established WWF guidelines, ensures that appropriate monitoring & evaluation systems are implemented;
- Ensures that appropriate ecological and socio-economic monitoring systems are implemented in all WWF field sites;

- Ensures the development of project budgets for approval, monitors expenditures against budgets, and ensures the establishment of financial management systems of the projects;
- Develops and/or reviews terms of reference for project contracts and consultants;
- Ensures the revision and implementation of the CCPO strategic plan.

#### **IV. Profile**

##### **Required Qualifications**

- At least a university degree in an appropriate field (conservation / environment / natural resource management wildlife / forest / terrestrial ecology). Additional academic training or a degree in a management field would be a strong asset;
- At least 8 years professional experience in a project management role, 3 years of which should be in Africa with demonstrated success in managing multi-disciplinary teams;
- Demonstrate a strong working knowledge of forest and wildlife ecology and Management principles and/or poverty alleviation and development issues;
- Familiarity with WWF and funding agencies, especially the World Bank, EU, Government and Aid Agencies;
- Proven track record in successfully developing, leading and managing projects in the field of conservation, natural resource management, international development, and/or other related fields.

##### **Required Skills and Competencies**

- Proven leadership and team management skills;
- Fluency in English and French;
- Skilled in negotiation, liaison and in relationship and conflict management;
- Strong skills in project planning, proposal writing, financing, management, implementation, and evaluation, and experience working with donors;
- Strong organizational and analytical skills;
- Strong vocational interest in nature conservation;
- A working knowledge of financial management, especially of projects;
- Excellent inter-personal skills, with the ability to network and to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community and the WWF Network;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### **V. Supervisory Responsibilities**

The Conservation Director is ultimately responsible for the supervision and management of all WWF Cameroon project and technical staff. He/she will also manage regional projects/staff embedded in the CCPO. He/she will be fully involved in the hiring, development, and evaluation of all WWF Cameroon project and technical staff.

#### **VI. Working Relationships**

**Internal:** The Conservation Director will work closely with the Country Director and country team, the Africa Conservation Director, the regional conservation team, the Fundraising Manager for Africa and the WWF network.

**External:** Interacts with technical departments at MINFOF, MINEP, MINEPAT, MINAGRI, MINEPIA and other partner national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists/consultants and other stakeholders.

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.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

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