



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
www.panda.org/greatermekong
wwfcambodia@wwfgreatermekong.org

Annex I

JOB DESCRIPTION

Position title:	Conservation Program Manager, WWF-Cambodia
Directly reports to:	Country Director, WWF-Cambodia
Technically reports to:	Regional Conservation Director, WWF-Greater Mekong
Supervises:	Landscape Managers, Policy Coordinator, Project/ Program Managers, GIS and Data Management Senior Officer
Technically supervises:	N/A
Validity:	One year (with extension)
Location:	Phnom Penh, Cambodia

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. We helped establish conservation programs in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and in Myanmar in 2014. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches that so many depend on and that drive the region's economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at www.panda.org/greatermekong.

I. Major Function

The Conservation Program Manager (CPM) is responsible for the implementation of the Cambodia Conservation Plan/Annual Action Plan and Monitoring Systems (APMS) which is aligned with deliverables defined in the Cambodia and Greater Mekong Program Strategic s (2015-2020). He/she provides measurable inputs to ensure the delivery of the activities of conservation strategy at country office level. He/she manages the landscape projects through the Landscape Managers and other project managers, and works with support from GM Regional Strategy Leads to ensure the alignment. He/she will also secure resources for conservation programs to ensure resource prioritisation, allocation and work plan coherence across the WWF-Cambodia program. He/she is also responsible for country projects that fall outside the priority landscapes.

II. Major Responsibilities

Country Management Team

- The CPM is a member of Country Management Team (CMT).
- Maintains an awareness of issues relevant to the CMT and ensures that reports and information of interest are brought to the attention of CMT members.
- Provides effective participation in CMT meetings.

Policy and Advocacy, Fundraising, Partnership Development, and Networking

- Provide support for Program Development Coordinator, and Communications and Marketing Managers to advance
- Fundraising/proposal development in WWF-Cambodia
- Provide program support to GM Regional Strategy Leads in the
- Development of new concepts and proposals for fundraising from Public Sector Partnerships, and WWF network donors.
- Develop and maintain a network of contacts, and actively seeks to build strategic alliances and partnerships with other NGOs, international and national organizations, donors and other potential partners in order to promote and implement WWF-Cambodia Conservation Plan/APMS.
- Represents WWF-Cambodia conservation efforts at appropriate national and regional and international (WWF and non-WWF) meetings and fora, as delegated and approved by the Country Director.

Strategy Development and Implementation

- Ensure the delivery of conservation strategy for Cambodia and support the implementation of WWF-GM Regional Strategies.
- Lead the coordination and development of Conservation Strategy Program Monitoring (SPMS)/Annual Program Monitoring System (APMS) of WWF-Cambodia.
- Provide leadership and overall direction and coordination for all conservation activities and facilitate and support the delivery of conservation action plan of WWF Cambodia.
- Ensure resource prioritisation and allocation and work plan coherence across the program in the country office.
- Oversee the review and update of Annual Conservation Action Plan and Monitoring System for WWF Cambodia.
- Communicate the conservation action plan to all staff and ensure that they are effectively implemented.

Overall Management

- Ensure compliance to standards, both internal and external, for all projects and conservation activities.
- Lead the development, monitoring, review and update of program plan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible .
- Work with financial staff for program budget preparation, monitoring, and reporting activities; the financial integrity and accountability of project budgets; facilitate support to

Landscape Managers and Project/Program Managers in developing and managing project budgets.

- Provide recommendations to the Country Director of any changes that might be required to develop or improve the organisation.
- Provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities.
- Ensure effective cooperation with conservation program audits, and audit recommendations are implemented in a timely manner upon consensus of the CMT.
- Facilitate knowledge exchange between WWF-Cambodia and the region.

People Management

- Review staffing requirements with the Country Director to maintain effective conservation implementation.
- Responsible for succession planning for key conservation staff in country program.
- Involved in the recruitment and selection of conservation program staff and consultants and other staff positions at lower grades when required.
- Provide orientation and training to staff at country office to help them understand the conservation program and the organization's diverse activities.
- Responsible as direct line manager of Landscape Managers, Policy Coordinator, Project/Program Managers and GIS and Data Management Senior Officer by reviewing individual work plans, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that staff deliver on performance objectives.
- Work with Communication Manager on production and organization of press release, media events, campaigns and environmental events.
- Work with HR Manager to identify training needs and development opportunities for conservation staff.
- Work with the M&E Coordinator on the development and improvement of WWF-Cambodia Program Monitoring and evaluation system.
- Work with the Program Development Coordinator and Communication and Marketing manager on development of the fundraising strategy and corporate engagement and organisation of meetings and workshops.

Issue Resolutions, Crisis/Risk Management

- Provide strategic advice and guidance to the CMT and staff in all aspects of conservation.
- Responsible for risk and crisis management and act as focal person to manage conservation program related crisis and risks when necessary.
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement.

Monitoring and Evaluation, Reporting

- In coordination with M&E coordinator, oversee the monitoring and evaluation of WWF-Cambodia's Conservation Plan (SPMS)/Annual Conservation Action Plan (APMS).
- Supervise the Program's projects to ensure that the analysis of results for the WWF-Cambodia's SPMS/APMS are consolidated as part of the overall WWF GM monitoring and evaluation system.

- Ensure quarterly conservation program report to Ministry of Foreign Affairs, mid-year and annual program report and all technical project report (TPRs) submitted on time to WWF International and relevant donors.
- Provide regular program reports and analysis to the CMT to facilitate continuous improvement.

III. Working Relationships

Internal: Interact on a regular basis with CMT, engage with and support WWF-Cambodia conservation staff, other country conservation program managers, GM regional conservation team, relevant global practice teams, PIA Shareholder members and other WWF network offices.

External: Interact with donors, partners, external consultants, government agencies, multilateral aid agencies and NGOs.

IV. Profile:

Required Qualifications

- Master's degree in natural resources management, environmental or conservation management, development studies, or in relevant fields.
- Demonstrated ability in program and project management.

Required Experience and Knowledge

- At least 5 years of practical experience in leading and managing integrated and complex programs, 2 years of which should be in the Cambodia.
- Proven experience in managing programs funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of at least from USD1-2 millions.
- Experience of working and negotiating with donors, and working with key regional and international institutions.
- Demonstrated experience in developing, implementing and evaluating action plans.
- Knowledge of the policy/institutional context related to conservation in Cambodia
- Excellent understanding of development partnerships, fundraising, donor strategies, functions, governmental and international relations

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 by the Country Director according to organizational needs.