

## **Annex I**

### **JOB DESCRIPTION**

<b>Position title:</b>	Eastern Plains Landscape (EPL) Manager, WWF-Cambodia
<b>Directly reports to:</b>	Conservation Programme Manager, WWF-Cambodia
<b>Supervises:</b>	Technical Advisors (Research, Community Engagement, Law Enforcement), Government liaison officer, Government Counterparts, Project Managers and Project Support Team
<b>Starting Date:</b>	As soon as possible
<b>Location:</b>	Sen Monorom, Mondulkiri Province

### **Background**

WWF has a long established presence in the Mekong region, starting in 1990 and now including Cambodia, Laos, Thailand and Vietnam.

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 Eastern Plains Landscape (EPL) of Cambodia is recognised as a site of global biodiversity importance and is a top priority landscape within the Lower Mekong Dry Forests Ecoregion. At the heart of this landscape are two critical protected areas, where WWF has been active for more than 10 years.

Mondulkiri Protected Forest (MPF >3,600 km<sup>2</sup>) and Phnom Prich Wildlife Sanctuary (PPWS, 2,225 km<sup>2</sup>) contain a wide diversity of rich forest habitats – and are typified by the open canopy dry deciduous forest with its tall grass under-story. These forests are home to many endangered species including Asian elephant, leopard, banteng, Siamese crocodile, and Eld's deer as well as several endangered large water birds and vultures.

The EPL is facing significant development pressures from land conversion, mining, infrastructure development and through wildlife trade. WWF's current focus in the EPL is to support protected area management and biodiversity conservation, community engagement in natural resource management and land use planning and support to alternative livelihoods.

### **I. Major Function**

The Eastern Plains Landscape (EPL) Manager plays the lead role in the planning, coordination, and management of the WWF effort to conserve this unique landscape. S/he is responsible for all aspects of this work, including the planning, management, financial, and administrative aspects of the landscape programme.

S/he organizes project execution consistent with programme objectives engaging national counterparts and building a reputation for quality design and reliable delivery.

## **II. Major Responsibilities**

### **A. Strategy Development and Implementation**

- Provide inputs on the conservation needs and issues from the landscape to contribute to the delivery of the GMPO Strategic Plan 20%
- Define the directions of action plan of the EPL in order to deliver the conservation strategy of GMP and in line with the EPL Strategic Plan
- Provide leadership and overall direction for all activities and facilitate and support the delivery of the actions specified in the Action Plan Monitoring System (APMS) of the EPL.
- Communicate the action plan of the EPL to all staff when required

### **B. Fundraising, Partnership Development, and Networking** 10%

- Provide inputs to marketing and fundraising proposals and communications when required
- Manage, build and maintain networks and partnerships on biodiversity conservation with relevant government agencies, NGO partners, national, provincial and communal authorities
- Promotes the organisation's image in the community by attendance at meetings and fora in related fields

### **C. Overall Management** 20%

- Lead the development and regular review (six-monthly) of a consistent landscape programme, by integrating individual existing and new projects into a coherent landscape vision and strategy.
- Work with financial staff (in Phnom Penh and Sen Monorom) for budget preparation for the activities of the landscape in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets in the landscape
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote the landscape activities
- Facilitate donors and VIPs visit to project sites
- Ensure that effective cooperation with programme audits, and audit recommendations are implemented in a timely manner



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upon consensus of the Country Management Team (CMT)

- Recommend to the Country Director and / or Conservation Programme Manager any changes that might be required to develop or improve the organisation

***D. People Management***

*25%*

- Take active role in the recruitment and selection of staff under your supervision and consultants when required
- Responsible as direct line manager of Project Managers/ Technical Advisors/ Project Officers/ government counterparts/ supporting team by reviewing individual work plans, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that staff deliver the performance objectives
- Work with HR Manager to identify training needs in landscape in charge for all staff and provide training when required

***E. Issue Resolutions***

*10%*

- Provide strategic advice and guidance to the CMT and staff in all aspects of the landscape in charge
- Identify project delivery issues and ensures effective coordination of project resources
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

***F. Monitoring and Evaluation, Reporting***

*10%*

- Monitor and review the activity work plan of the landscape in charge
- Provide support to the evaluation of the landscape activities
- Ensure the biological monitoring system and monitoring results are in place and communicated among conservation partners and other key stakeholders in the landscape, nationally, and internationally
- Prepare technical reports against the approved work plan and budget plan, as per donor requirements
- Make reports to the WWF GMPO and the Government when required
- Provide regular reports and analysis to the Conservation Programme Manager to facilitate continuous improvement

***G. Other Technical Specifics***

*5%*

- Work in close coordination with the relevant communications staff of the Country and Regional Office to communicate issues

and achievements to defined target audiences.

- Facilitate knowledge exchange between landscapes in country and the Greater Mekong programme.

### **III. Working Relationships**

#### **1. Internal**

- **WWF GMPO:** Interact on a regular basis with Conservation Programme Manager, Project Managers, other Landscape Managers, Strategy Managers and Technical Advisors at regional and country levels. Engage with and support WWF-Cambodia staff
- **WWF Network:** Liaise with relevant teams to provide inputs and seek supports as required

#### **2. External**

- Interact with all relevant stakeholders at the community, commune, district, and provincial level of provinces in the landscape as well as at national level. Interact with donors, central government partners, and NGOs on ad-hoc basis

### **IV. Requirements**

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

- Master's degree in natural resources management, environmental or conservation management, bioregional planning, development studies, or in relevant fields

#### **2. Knowledge**

- Thorough understanding of socio-economic, conservation and development issues in Cambodia
- Knowledge of the policy/institutional context related to conservation and the government agencies, development partners, donor institutions, and the not-for-profit sector
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions, governmental and international relations
- Knowledge of M&E systems

#### **3. Experience**

- 5 years of practical experience in leading and managing programme or project, 2 years of which should be in Cambodia
- Proven experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of multi millions USD



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- Experience of working in multi-cultural environment and international organisations

**4. General Skill**

- People management, coaching and capacity building/development
- Networking and influencing
- Financial management
- Presentation and communications
- Fluency in written and spoken English; Khmer language skills an advantage
- Proficiency in MS Office

**5. Technical Skill**

- Leadership and management
- Report writing
- Problem solving and conflict management
- Monitoring and evaluation is preferred

**6. Ability**

- Working under pressure and with minimum supervision and staying on task
- Prepared to travel as required

**7. Personality**

- Outgoing
- Resilient
- Tactful

**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*
  - *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**



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Open, available, accessible

- **Optimistic**

Inspiring, positive, ambitious, successful

- **Determined**

Passionate, urgent, results-oriented

- **Knowledgeable**

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