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WWF-Cambodia

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Annex 1

JOB DESCRIPTION

Position title: Project Leader on “Poverty Alleviation through Agro-ecological Diversification and Participatory Management of Community Protected Areas (CPA) in Eastern Cambodia”, WWF–Cambodia

Directly reports to: Community Livelihoods Development Manager, Eastern Plains Landscape, WWF–Cambodia

Technically Report to: N/A

Supervises: 2 project assistants; regular communication and reporting to WWF Germany/ Project Officer

Validity: Four year with one year performance review

Location: 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.

A key WWF program in the region is the Eastern Plains Landscape (EPL) in northeast Cambodia. This landscape contains one of the largest continuous stretches of dry and semi-evergreen forests in Southeast Asia. This unique ecosystem supports a large population of endangered wildlife species such as tiger, wild elephant and wild cattle. To promote the conservation of this unique ecosystem and to ensure the security of the remaining habitat and the wildlife in it, WWF in partnership with the Ministry of Environment and the Forestry Administration of the Royal Government of Cambodia supports critical activities in law enforcement, community and livelihood support, biological research and policy/advocacy. Approximately 65,000 people live in Mondulhiri province, many of whom are ethnic minorities, and many of these rely on forests and forest products to differing degrees. WWF sees communities as key stakeholders in their role as users and beneficiaries but also as custodians of natural forest. A major emphasis of the programme relates to building community capacity and also to identify opportunities for adding value to forest products (non timber forest product NTFP) or to benefit from ecosystem services.

The main objective of the project is that the local population benefits sustainably from a secure and fair access to land resources, as well as from ecosystem services in the Community

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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Protected Areas in Cambodia's Eastern Plains. The sub-goals to be achieved under this project are the following:

1. Target group has an institutionally secured access to the Community Protected Areas and is able to manage them sustainably.
2. An effective community patrolling system is established and expanded.
3. Mondulkiri Forest Venture is profitable and contributes financially to nature conservation activities.

I. Major Function

The main responsibility of the Project Leader is the planning, implementation and monitoring of the project activities. He/she ensures the exchange on information between different projects and stakeholders and provides technical support to the Community Livelihoods Development Manager. He/she closely coordinates with Conservation Area Manager and each Project Manager in EPL in the management and implementation of the Project on Poverty Alleviation through Agro-ecological Diversification and Participatory Management of Community Protected Areas in Eastern Cambodia. 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, Community Livelihoods Development Manager, and other relevant project staff if necessary.
- Provide support to the Community Livelihoods Development Manager and the other Project Managers in the Eastern Plains Landscape in the development, monitoring, review, and update of the project activity work plan.
- Assist in developing and maintaining a project monitoring and evaluation system, project database, and provide support to the evaluation of the project
- Assist the Community Livelihoods Development Manager and coordinate with the other Project Managers 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 Community Protected Areas (CPAs) by leading project assistants and Community Engagement team in training CPA committees in target villages



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- Provide technical support and supervision to the project assistants and coordinate with CE team in livelihood project development and implementation in target communities
- Coordinate with all EPL Project Managers, teams or consultants in organizing training courses, workshops and seminars
- Provide advisory and technical guidance to staff under supervision, 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 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 community and provincial government in terms of resource management related to issues of policy and advocacy for development and other related 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

C. Human Resource Management

- With Community Livelihoods Development Manager, build a skilled and effective project assistants and Community Engagement Team through leadership and training
- Effectively supervise the management of the project resources including supervision of the 2 project staff field work
- 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 needed
- Work with Community Livelihoods Development Manager and other Project Managers in the Eastern Plains Landscape to identify training needs and development opportunities for supervised project assistants and CE Team including providing training/mentoring to staff to help them understand the project when required
- 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 Community Livelihoods Development Manager and the 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
- 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.



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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
- 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



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- 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
- 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



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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*
- *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.