

**WWF NEPAL PROGRAM  
POSITION DESCRIPTION**

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<b>Name</b>	:	
<b>Position Title</b>	:	<b>Research and Field Program Associate, Mountain</b>
<b>Reports to</b>	:	<b>Senior Research Officer-SHL</b>
<b>Duty Station</b>	:	<b>Kathmandu with 80% field travel</b>

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## **I. Major Function**

Under the direct supervision of Senior Research Officer, the Research and Field Program Associate will support planning, implementation, monitoring and reporting of the assigned wildlife projects of SHL and other priority areas in the mountains. H/She will maintain good working relationship with the wildlife unit and cross cutting units of WWF Nepal, government partners and civil society organizations. The position is largely field based with occasional visits to main office in Kathmandu.

## **II. Major Duties and Responsibilities**

### **1. Planning**

Provides support to government, conservation partners and civil society organization in planning activities for snow leopard and other priority species conservation in mountain, and assist Senior Research Officer in preparing annual work plans. H/She will be responsible for preparing grant ToRs and agreement documents including detail implementation plans related to the program in co-ordination with landscape units and Deputy Director-Field Programs.

### **2. Implementation of Research/Monitoring and Field Activities**

Research and Field Program Associate will be responsible for implementing and facilitating research and other programmatic activities in the field as per the annual workplan and detail implementation plan. H/She will regularly update wildlife unit on the progress of conservation and research activities in mountain. H/She will be responsible for training government staff/conservation partners and citizen scientists on carrying out regular research and monitoring of species, their habitat and other field based activities.

### **3. Monitoring and Evaluation**

Work closely with M&E and Wildlife unit WWF Nepal to assist government and conservation partners to regularly monitor field activities implemented by them and ensure programmatic compliances are followed properly.

### **4. Reporting, Analysis and Maintaining Database**

Research and Field Program Associate will prepare quarterly, bi-annual and annual reports for different Wildlife Projects in mountain in addition to the monitoring and research reports that are required for donors/conservation partners. H/She will collate field research data, carry out preliminary analysis and maintain systematic database of research and field programs and report to WWF's Research Officers.

### **5. Coordination and Liaison**

Will maintain good working relationship with WWF Nepal's staff and field offices in SHL, government, conservation partners and civil society organizations. Supports landscape units and liaise with Government of Nepal agencies, other NGOs, community based organizations and private sectors in mountains.

### **6. Administration**

Research and Field Program Associate will provide logistical support to the implementing partners and assist in organizing meetings, communication and liaison with partners, production of meeting agendas and minutes, etc.

**7. Communications**

In collaboration with partner organizations and with support from SRO-SHL will document success stories and lessons learned in working sites, and other communication work as needed.

**8. Any Other Duties**

Performs other duties as assigned by supervisor and plays an active role in successful operation of projects.

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**III. Supervisory Responsibility**

Citizen scientists, Field mobilizers, Interns and consultants as and when needed

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**IV. Working Relationships**

**Internal:** This position requires maintaining good working relationship with WWF Nepal's wildlife unit and will work in close supervision of Research Officer and the Senior Research Officer -WWF Nepal. H/She shall also maintain good co-ordination with landscape staff to implement project activities and to obtain and disseminate information as required.

**External:** Interacts regularly with citizen scientists, communities, government partners and other conservation partners in the working sites and beyond as required.

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**V. Minimum Educational and Work Experience Requirements:**

**Knowledge:** Bachelors' in Forestry science, NRM, Environmental Science or a related field is required with at least 2 years of experience in research, natural resource management and community based conservation.

**Experience:** At least 2 years of experience in a similar position.

**Skills and Abilities:** This position requires strong commitment and motivations, willing to travel frequently in the field to remote mountain terrains, ability to implement research programs and track programmatic activities.

An added advantage will be the experience of working in harsh climatic conditions, ability to speak local language, good communication skills both in Nepali and English; ability to multi-task and work under pressure.

**Employee:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Approved by**  
**Country Rep:** \_\_\_\_\_