

**WWF NEPAL
POSITION DESCRIPTION**

Name	:	
Position Title	:	Ecotourism Officer
Reports to	:	Deputy Director-Field Programs
Duty Station	:	Kathmandu

I. Major Functions:

Under the direct supervision of Deputy Director-Field Programs, the Ecotourism Officer will be responsible for implementation of WWF Nepal's "Business Partnerships Platform" in Madi and closing of 'Restore Ecotourism with Growth in Langtang National Park and Bufferzone Project. S/he will assist in raising fund for tourism sector through developing ecotourism programs, projects and networking.

II. Major Duties and Responsibilities

1. Planning and Implementation

- Support in field level planning and implementation of BPP project in Madi valley.
- Support in planning and product development in community-based tourism including homestays.
- Share the findings with key stakeholders and partners from the impact of earthquake on tourism infrastructure in Langtang NPBZ.
- Develop green, better and safer recovery and reconstruction plan of community and private infrastructures related to tourism revival in consultation with partners and stakeholders.
- Prepare and review annual and periodic workplan for the WWF's ecotourism projects.
- Implement the workplan in the field in close coordination with the field project and implementing partners

2. Monitoring

- Monitor project interventions regularly at activity and outcome levels to feed in to the WWF's monitoring framework
- Conduct regular monitoring in the field and provide feedback to implementing partners

3. Reporting

- Prepare technical reports as required within the WWF's reporting cycle and donor
- Liaise and update progress to donors as and when required.

4. Coordination and Communication

- Frequently coordinate with implementing partners for effective implementation of the project
- Coordinate with relevant government and other agencies working in the tourism sector in Nepal, including National Parks and District Disaster Relief Committees.
- Frequently communicate with WWF's departments, partners and donors

5. Program Development

- Identify new concepts and new tourism products (sites/trails) for fund raising to promote ecotourism.

- Support in WWF's team to design and develop new projects in tourism projects based on the learnings from BPP and other projects.

6. Policy

- Remain informed and updated on tourism and related policy issue
- Provide timely feedback to WWF team to address the relevant issues

7. Other Duties

- Perform any other duties as deemed necessary by supervisor

III. Supervisory Responsibility: consultants

IV. Working Relationships:

- a) *Internal:* Interact frequently with Feld Program team, Cross Cutting Team, Development and Monitoring team, field project and other WWF units and staff.
 - b) *External:* Interact frequently with existing government, non-government and civil society partners and grantees. Interact regularly with partners, donors and WWF-network
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V. Minimum Work Requirements:

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- a) *Knowledge:* A Master's degree in a related field is required. (Tourism Management)
 - b) *Experience:* At least 3 years' experience is required. Candidates should have an experience in destination planning, managing and in excellent communication skills.
 - c) *Skills and Abilities:* Highly entrepreneurial and focused in the pursuit of WWF's Conservation Travel goals. Excellent communication skills that include technical writing and marketing skills. Proficient in computer programs like MS Word, MS Excel and MS Power Point. The candidate should have good PR skills, should be a self-starter and a good team player.

Accepted by
Employee: _____

Supervisor: _____

Approved by
Country Rep: _____