

## WWF NEPAL PROGRAM POSITION DESCRIPTION

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<b>Name</b>	<b>:</b>	
<b>Position Title</b>	<b>:</b>	<b>Program Associate- CHAL, Hariyo Ban Program</b>
<b>Report to</b>	<b>:</b>	<b>Program Officer, Chitwan Annapurna Landscape (CHAL)</b>
<b>Duty Station</b>	<b>:</b>	<b>Pokhara</b>

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### **I. Major Function**

The Program Associate- Chitwan Annapurna Landscape (CHAL), Hariyo Ban Program will be responsible for the implementation and monitoring of Hariyo Ban Program/activities under CHAL program specially focused on combating wildlife crimes activities. S/he will be based in CHAL office, Pokhara with frequent field visits. S/he will coordinate and collaborate with communities, CBAPUs and local implementing partners. This position is crucial in implementing program/activities of wildlife crime control program in CHAL.

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

#### **1. Implementation of Program**

- Implement Hariyo Ban Program in CHAL.
- Implement wildlife crime control activities/ program (anti-poaching and illegal wildlife trade control activities) in CHAL
- Implement wetland management and restoration and PES activities in CHAL.

#### **2. Coordinate with different stakeholders and Partners**

- Closely coordinate with communities, CBAPUs and local NGO/CBO partners for effective implementation of Hariyo Ban Programs in CHAL.

#### **3. Program Monitoring, Reporting and Documentation**

- Assist M&E team in monitoring field activities.
- Regularly monitor and provide guidance in program implementation of local partners.
- Regularly track CBAPUs mobilization
- Collect data, information and prepare required reports of the implemented projects/programs.
- Maintain database and document information on wildlife crimes

#### **4. Capacity building**

- Build capacity and strengthen CBAPUs for effective mobilization.
- Sensitize non-conventional partners (transportation, hotel, porters, guides, etc.) on anti-poaching and illegal wildlife trade.
- Aware communities and relevant stakeholders on wildlife conservation, wetland restoration and PES.

#### **5. Application of Cutting-edge Technology**

- Be creative in learning cutting-edge technology for conservation applicable in the areas.
- Regularly monitor the operation of cutting-edge technology applied for curbing wildlife crimes in CHAL.

#### **6. Communication**

- Provide necessary information to Communications Unit.

- Collect success stories and lessons learned of program implemented under CHAL program especially Hariyo Ban.

**7. Administration**

- Provide logistical support to the implementing partners.
- Arrange necessary meetings, workshops and venues.

**8. Other Duties**

- Perform other duties actively as assigned by supervisor.

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**IV. Working Relationships**

**Internal:** This position works closely with supervisor, CHAL Program of WWF Nepal.

**External:** This position interacts regularly with non-conventional partners, communities, CBAPUs and local implementing NGO/CBO partners.

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

**Qualification:** A Bachelors degree in Forestry, NRM, Environment Sciences or related conservation fields with a sound knowledge of Conservation Area System, Landscape Conservation System, Protected Areas System, Species Conservation.

**Experience:** S/he should have a strong knowledge in conservation and protection of species as well as wildlife crimes with at least 2 years' experience in related fields. It is essential that the individual is technically proficient and qualified in the conservation and crime control field and able to stay in the CHAL office with frequent field visits.

**Skills and Abilities:**

- Must be able to work with minimal supervision.
- Proficiency in MS Office and have the ability to use appropriate technology for presentation to relevant stakeholders. Ability to type in Nepali will be an added advantage.
- Good written and spoken skills in English.
- Good understanding of current issues especially having knowledge on environmental and conservation issues.
- Willingness in frequent field visits.

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

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

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